

**Director of Programmes**

**Application Pack**

**November 2022**

## **About us**

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

## **Our values**

- We are bold, actively changing UK culture in a big, far-reaching way

- We are optimistic about the future and celebrate the best in human nature
- Community is fundamental to our existence and the success of our mission

Read more about our life-changing work in our Impact Report:

<https://www.arts-emergency.org/about-us/reports>

78% of mentees expanded their network

## **What we do**

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share

crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”

Deji, Young Talent

Find out what our mentors and mentees have to say about us:

<https://www.youtube.com/watch?v=YfGpqEFQfO4&list=UUDgi0ANbxM0t8aKSpxgjdpg&index=12>

## **Our plans for the future**

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. In Spring 2022, we conducted a strategic review to inform our direction

and update our mission and impact. We also recruited a new Chair and new board members to help us achieve this and welcomed a new Youth Collective, who ensure that young people's voices are amplified through our work. We are currently recruiting additional board members, including two Youth Collective members to serve on the board as Young Trustees.

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we're aiming to work with up to 2,000 young people by 2024/25. We've identified ten priority areas across the UK that meet a combination of eligibility and viability criteria for new projects.

Our Community programme is also growing to support our Young Talent with their career progression and personal development. We will enhance our work experience and paid work opportunities in partnership with creative and cultural organisations, and

offer each young adult on our programme tailored CV, interview and employability support.

Read more about our plans in our Vision document:

<https://www.arts-emergency.org/files/policies-and-guidance/2019Vision-Doc.pdf>

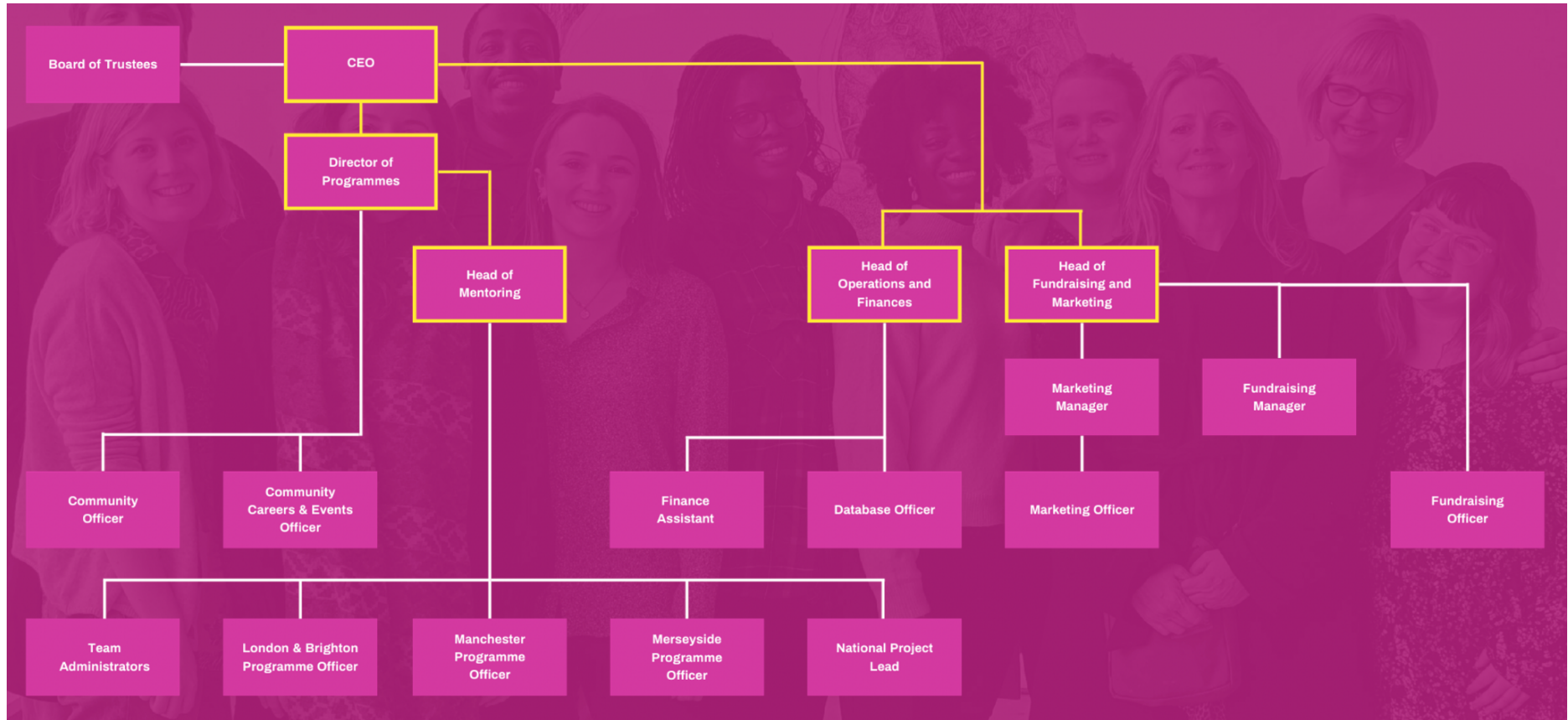
## **Our team**

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the better, in such a short time.”

Yomi Adegoke - Writer, Journalist, and Board Member

Meet our team: <https://www.arts-emergency.org/about-us/our-people>



## **Commitment to equality and diversity**

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes. When we recruit we will always: show the salary, pay a living wage, and won't demand a degree as an essential criteria (unless a specific qualification is required for a role). We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates.

“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well connected. I love Arts Emergency because it works to bridge this gap. To create the opportunities that have been taken away”

Julie Hesmondhalgh, Actor

We are committed to the employment and development of disabled people. We guarantee to interview anyone with a disability whose application meets the person specification for a post. To be invited to interview, you must show in your application that you meet the person specification for the role. If you tell us that you have a disability we can make reasonable adjustments to the interview process, and, if you join us, to your work arrangements. If you'd like to discuss any access needs or adjustments please get in touch.

## **Director of Programmes**

Permanent role

£45,000

Full-time, Monday-Friday

Working as a key member of the Senior Leadership Team (SLT), the Director of Programmes will provide leadership and strategic direction for all of Arts Emergency's programmes, projects and delivery partnerships. Your role will be to make ambitious plans for the future direction and development of our programmes, projects and

delivery partnerships while ensuring high quality, person focussed, asset-based and sustainable services for young people.

### Key tasks

- Strategic oversight of all aspects of programme design and development
- Ensure our programmes achieve ambitious impact targets in line with our Theory of Change and wider strategic aims, are resourced appropriately, delivered in line with agreed budgets and take place on schedule with the required number of volunteers and participants
- Support delivery teams and ensure agreed activity runs smoothly, undertaking routine tasks yourself to achieve this if required
- Oversee policy and governance compliance related to Arts Emergency's programmes, including active maintenance of the organisational risk register with our Head of Operations and Finance

- Act as Deputy Designated Safeguarding Officer and work alongside our Head of Mentoring (Designated Safeguarding Officer) and Safeguarding Trustee to protect young people and refer on and follow up where safeguarding issues or welfare needs arise
- Further develop and maintain our Theory of Change and evaluation strategies, keeping the organisation up to date through regular impact reports, learning conferences, and cause related research
- Work closely with the Operations Team and external contractors to ensure all volunteer, participant and evaluative data is captured on our database (Salesforce) and managed appropriately
- Take a creative and proactive approach to developing and deepening impact and evaluation strategies

- Act as the key link between Programmes and the Fundraising and Marketing team in order to generate income and to effectively promote our programmes and volunteering opportunities
- Lead on risk analysis for all programmes activity, working closely with our Head of Operations and Finance to maintain the organisational risk register
- Lead on developing new projects, programmes and partnerships with grant funders, educational institutions, cultural organisations, and creative businesses
- Developing our programmes
- Develop our Community Programmes through collaborative planning with Community colleagues, Youth Collective and other key stakeholders
- Develop and implement plans to scale our work nationally to reach more young people in areas of high social deprivation
- Ensure young people's voices are a proactive part of our strategic thinking and organisational culture

- Build on our network of partners, grant funders, and high level stakeholders, leveraging these connections to further our mission, raise our profile and achieve impact for young people
- Lead the Programme delivery team through a period of growth and development, and provide line management for the Head of Mentoring and future team management roles
- Advocate for impact and evaluation, ensuring a culture of learning is at the centre of everything the organisation does
- Work with the rest of the SLT to develop Arts Emergency's overall strategy and business planning
- Deputise for Chief Executive when necessary or appropriate, offering leadership and support to Arts Emergency's wider team
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post

- Represent Arts Emergency at events or speaking occasions and act as an ambassador for Arts Emergency at all times
- Maintain the ethos and values of the charity and positively promote the work and activities of the charity

### Key results

- All programmes achieve the desired impact in line with our Theory of Change and wider strategic aims, in line with agreed budgets and on schedule, with the required number of volunteers and participants
- Staff feel supported and clear on their roles, targets, and the impact they are having for young people
- Delivery partners and volunteers are well prepared, supported and made to feel valued and their collective social and cultural capital is further operationalised as a resource for young people

- Our Community programmes are achieving measurable impact and plans are in place to develop the team and scale key activities
- Safeguarding concerns are escalated and logged in line with our relevant policies, the wider team and volunteers are aware of their responsibilities and required actions, our policy set is kept up to date, compliant with regulations and support is provided for staff and volunteers when raising safeguarding concerns
- Guidance is in place for staff and volunteers when addressing welfare concerns and wider wellbeing issues that don't immediately qualify as safeguarding concerns but are preventing a young person from participating fully in our programmes
- Risks are identified and mitigated accordingly, and a risk register is maintained with the Head of Operations and Finance for SLT and the board of trustees
- Our impact is regularly reviewed and communicated to the wider team and relevant stakeholders, and everyone at Arts Emergency is aware of the importance of

capturing feedback, demonstrating impact, and using that to improve and increase our impact going forward

- There is effective and regular team and cross-departmental communication with regards to planning and progress of all programme activities
- Budgets and plans are in place for future delivery of programmes, projects and partnerships, and progress on these is regularly reviewed and communicated to the wider team
- Quality control systems are in place to identify any issues or local level risks, and to ensure a consistent experience across our activities nationally
- Our Theory of Change and evaluation strategy is reviewed annually and used to further our plans and ensure all programmes activity is contributing towards our wider strategic aims
- You have devised and delivered an annual cross-departmental learning conference

- You played an active and productive role in fundraising, ensuring trust fundraising colleagues have all the information and support they need to secure income for our programmes
- Budgets and impact reports (including our annual Impact Report) have been produced for internal and external stakeholders in a timely fashion and to a high standard
- A multi-year business plan is in place, communicated clearly to stakeholders and progress towards our aims is regularly reviewed

## Person specification

## Qualifications

- No specific qualifications are required for this role

## Experience and Knowledge

- Substantial experience working at a similar level in a small organisation or in a senior position within a larger organisation/team
- Experience managing and developing small passionate teams
- Experience and knowledge of strategic planning through to implementation and evaluation
- Experience as a Designated or Deputy Designated Safeguarding Officer
- Experience of working with young people and volunteers
- Budgeting and reporting processes
- Experience of developing successful funding bids for charitable work
- Experience of developing and managing a network of corporate partners
- Experience of delivering charitable programmes at a national level

## Skills and abilities

- Strategic thinker, able to inspire others with ideas, and proven experience of delivering through to implementation
- Experience and passion for management of staff, leading and developing teams
- Good financial understanding, including ability to shape and manage effective budgets and grant applications
- Understanding of quality assurance mechanisms and data management for service delivery
- Interpersonal skills with colleagues, service users, funders, partner organisations and other stakeholders.
- Written and oral communication skills, able to act as an ambassador for Arts Emergency
- Ability to present data to demonstrate impact and communicate strategic thinking
- Ability to work to high levels of accuracy and manage a variety of deadlines

- Ability to respect and understand the importance of confidentiality and safe working practices
- Ability to analyse data and implement appropriate strategies to promote improvements and raise standards
- Strong IT skills including online CMS databases

#### Personal qualities

- Highly organised and proactive
- Understanding of and passion for addressing issues affecting young people, especially as it relates to our work in education and the creative and cultural industries
- Commitment to equality of opportunities and driven to make a positive impact on the world
- Dedicated to working collaboratively with colleagues and young people

- Commitment to maintaining up to date knowledge and practice
- Ability to self-manage and delegate appropriately
- A passion for delivering high quality projects and programmes

## Relationships

- Able to work with a wide range of service users, staff, funders, volunteers, suppliers, trustees and other stakeholders
- Experience of motivating colleagues to deliver positive results

## How to apply

1. Email your CV and cover letter to [theteam@diversetalentrecruitment.co.uk](mailto:theteam@diversetalentrecruitment.co.uk)
2. Click here to complete our Equality and Diversity Monitoring Survey.\*  
<https://www.surveymonkey.co.uk/r/7D9WXQ3>

If you have any questions about the application process or the role, please contact [jobs@arts-emergency.org](mailto:jobs@arts-emergency.org)

The deadline for this role is Friday 16 January 2023

Please see our [Privacy Policy](#) to find out more about how we handle your data.

\*The survey is anonymous and not linked in any way to your application. Any information you provide will be used by Arts Emergency to monitor the demographics of candidates applying for roles and make improvements in line with our diversity and inclusion ambitions. This data will be treated in accordance with the General Data Protection Regulation 2018.

## Contact us

+44 (0)20 7683 1077

jobs@@arts-emergency.org

[www.arts-emergency.org](http://www.arts-emergency.org)

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