

Programme Manager: Young People and Communities

Employment & Hours

- 12-month fixed term contract
- 0.6 FTE
- 21hrs per week
- Weekend and evening work as required to support event delivery.
- Standard office hours are 9.30am-5.30pm with a one-hour unpaid lunch break.

Salary

£30,000 per annum (pro rata)

Annual Leave Allowance

17 days approx. (28 days pro rata) inclusive of the usual Public Bank Holidays

Responsible to

Director; Partnerships & Operations Director

Purpose of role

This newly created position will devise and manage impactful cultural activities with and for communities and young people within the Bradford District, with specific focus on the Keighley and Ilkley ward. It will be a key member of the core staff team contributing to the strategic planning and operational delivery of Word Up North.

Working with community groups and young people aged 5-18, you will deliver programmes encouraging creativity with words, reading and writing in a range of forms. Outcomes will increase participants' wellbeing, confidence, career opportunities and help to define, communicate and celebrate a sense of place within communities.

You will work with schools, libraries, community leaders, freelance writers, artists and creative practitioners to deliver the programmes, managing relationships on a day-to-day basis. You will also be a key point of contact for funders, partners and stakeholders and be responsible for collecting data, evaluating the projects you manage, and reporting their outcomes.

This is a part time [0.6 FTE] role - 21hrs per week - for an initial 12 month fixed term contract with the potential for extension.

Tasks & Responsibilities

These will include, but not be limited to:

- Work with the Director to determine Word Up North's annual activity plan of Young People and Communities programmes, including setting SMART targets for outcomes.
- Consult with young people and community groups, involving them shaping our activity plan and programmes.
- Devise and manage programmes of activities which increase participation in creative and cultural activities amongst young people and communities within the Bradford District.
- Maintain and deepen established delivery partnerships and seek new ones to expand the reach and impact of our work.
- Recruit, work with and support freelance writers, artists, creative practitioners and support staff to deliver our programmes and achieve outcomes.
- Occasionally you may be expected to lead a session with a group of young people or adults, or to support artists to do so.
- Manage delegated budgets for programme delivery, providing regular reports as required.
- Collect data and impact information from the programmes you manage, in line with internal and external reporting requirements.
- Produce comprehensive evaluation reports for internal and external stakeholders.
- Work with the Communications and Digital Manager to proactively promote our Young People and Communities programmes, seeking to maximise participation and profile.
- Represent Word Up North at meetings with partners, funders and stakeholders and attend cultural sector networking and training events where relevant.
- Work with the Director of Word Up North and the Partnerships & Operations Director to raise funding for programmes and projects.
- Undertake the role of Word Up North's Designated Safeguarding Officer, undertaking training as required, and ensure the implementation of Safeguarding policies and procedures across all our activities.
- Act as first point of contact for enquiries regarding our Young People and Communities activities and programmes.
- Support the delivery of Word Up North's activities and events, including some evening and weekend working, as required.
- Actively engage with Word Up North's vision and policies, including equity, diversity and inclusion, environmental responsibility, health and safety and data protection.
- Any other duties that are commensurate with the post.

What we are looking for

Essential

- Min 3 years' experience in a similar role, ideally in a cultural sector setting.
- Excellent communication skills, written and verbal, including good grammar.
- Very well organised, able to prioritise and plan own work, multi-task, take responsibility in decision making, and meet strict deadlines.
- Experience of working with children & young people, both in and out of educational settings.
- Experience of working with grassroots community groups and leaders.
- Experience of working with writers/artists, creative practitioners, and external stakeholders.

- Experience of working with writers/artists and of planning, managing, and delivering creative projects.
- Experience of building and maintaining partnerships.
- Experience of writing funding applications.
- Experience of evaluation, measuring impact of programmes and progression of participants.
- Able to lead on programmes of work.
- Able to monitor and control budgets.
- Thrives within a small team.
- Driven, flexible and reliable, with a positive, proactive attitude and a passion for self-development.
- Flexible approach to working hours to meet the needs of the organisation.
- Able to submit to an enhanced DBS check.
- A commitment to Word Up North's vision, mission and values.

Desirable

- Keen interest in literature, arts and cultural events.
- An understanding of Bradford 2025 and the opportunities it presents for Word Up North's work with young people and communities.
- A full clean driving licence, access to a car and willingness to drive for business purposes.
- First Aid at Work Certificate (current).
- Recent Safeguarding training.

Location

This will be a hybrid role, working between the organisation's office in Ilkley, West Yorkshire, and on-site delivery of work at locations within the Bradford District. You will need to be able regularly commute to and from Ilkley. Trains run direct to Leeds and Bradford.

To Apply & Interviews

If you are interested in the role, please complete the application form: **Programme Manager: Young People & Communities**

The deadline for applications is **23:59hrs Sunday 7 April 2024**

Interviews will be held on Thursday 18 April. These will be conducted in person by the Director and Partnerships & Operations Director at the Word Up North office (38 The Grove, Ilkley LS29 9EE).

If you have any questions or queries about this role, or the application form, please contact us via **recruitment@wordupnorth.org.uk**

Equity, Diversity & Inclusion

We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We're striving to build an inclusive workplace culture where all employees feel valued, and our rich diversity is celebrated by everyone.

We encourage people from all sections of our community to apply for jobs with us. We particularly welcome Black, Asian and Minority Ethnic, disabled, male and trans applicants because these groups are currently under-represented in our workforce.