

Programme Manager - Job Information Pack - September 2019

Responsible to:	Chief Executive
Salary:	£28,000
Hours of work:	35
Holiday entitlement:	34 days per annum (includes all public holidays)
Probationary period:	3 months
Based	Glasgow

Toonspeak is seeking to appoint the new role of **Programme Manager** to develop, manage and produce our arts programmes and performances.

We are looking for an inspirational, ambitious individual with a combination of imagination and the practical skills to bring ideas to fruition. You will have a passion for supporting children and young people to develop as artists and leaders and the skills to translate their ideas into engaging, high quality programmes and productions. You'll have experience of developing partnerships and recruiting and managing creative teams to deliver compelling performance based projects.

This is a brand new position created following the appointment of our new Chief Executive in March of this year and the completion of an organisational review. You will be joining a team of highly experienced staff who are passionate about what they do.

Our Mission

We create unique, exciting theatre activities that release young people's potential, expand imaginations and inspire change within our communities.

We aim to:

1. **Create exciting theatre** – by bringing together great artists, exploring ideas and investing in and inspiring our participants, artists and team.
2. **Release young people's potential** – by engaging them in theatre making and creative learning activities, by giving them a say in these and by connecting them to wider opportunities.
3. **Expand imaginations** – by widening participants' and audiences' frame of reference, taking risks and exploring ideas through making, watching and talking about theatre.
4. **Inspire change in our communities** – by valuing young people's opinions and through increasing communication skills, young people will be regarded more positively in society and become more active citizens.
5. **Inspire change** – by opening up pathways to the creative industries for participation, as an audience and for careers which will enrich the social capital of our communities.
6. **Be a learning organisation** – by reflecting on what we have done, what we've seen and things we've been involved in so we can continue to improve, innovate and learn.

Background

Since 1987 Toonspeak has helped Glasgow's young people develop and share their creative talents. Young person led at every level, with the majority of our board of directors

joining as participants, we are recognised as leaders in youth empowerment and inclusive governance.

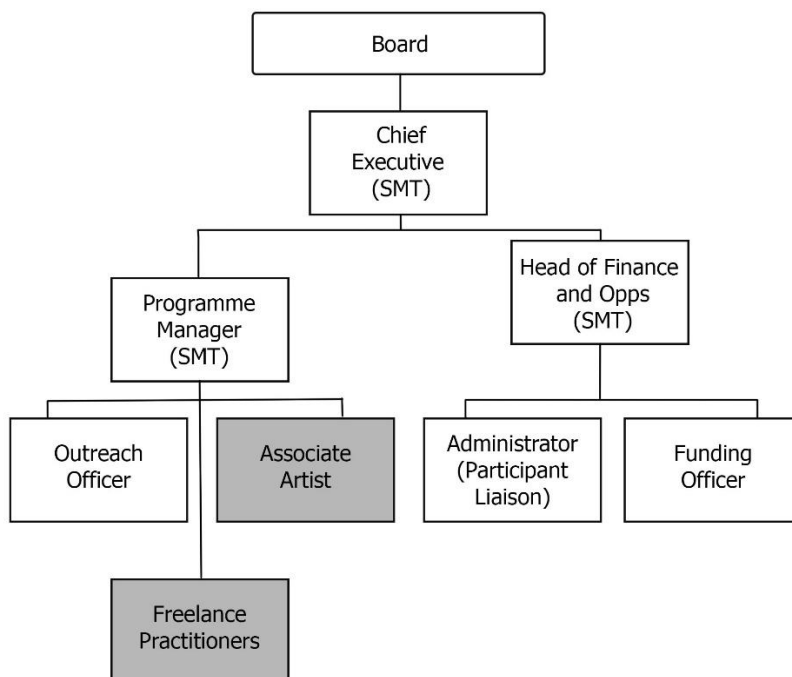
Named Scottish Charity of the Year 2014, and the first youth-led organisation to be regularly funded by Creative Scotland, Toonspeak have been widely recognised for our commitment to equality, and our person-centred approach. Whilst our main creative outlet is theatre, Toonspeak's work now regularly includes music, dance, writing, creative therapies, personal development, technical production, creative careers coaching and digital music production.

All activities are provided at zero cost, with free transport and food provided where needed in order to meet our commitment to absolute equality of access. Working in areas of multiple deprivation, and supporting young people from across Glasgow who face additional challenges, Toonspeak is often described by participants as a family who support, challenge and encourage each other to succeed.

In existence for 32 years, the charity has a strong track record of helping our members progress into study and launch successful careers in a wide variety of sectors. In 2018 we built upon this with new projects designed to provide stepping stones for young people seeking to pursue a career in the creative industries. By celebrating and elevating the talents of young people from lower opportunity backgrounds we seek to increase the diversity of the creative sector.

Toonspeak is led by a board of directors, supported by a small core team and inspired by over 400 young people who attend our courses and classes, perform and also take on key leadership roles including serving as board directors and young leaders for our weekly classes.

Structure:



- Those marked in grey are temporary, short term free-lance contracts

Job Title: Programme Manager

Reports to: Chief Executive

Role Purpose/Impact: Develop and manage a high quality youth arts programme including workshops, courses, summer activities and productions for young people that elevates Toonspeak's national scope and responds to young people's needs and aspirations.

Location: The post is office based at our Toonspeak Offices in Barmulloch (BCDC). The post holder will regularly visit workshops on and off-site and attend meetings, networks and events externally on a regular basis. Flexible work options are available for this post including some home working.

Probationary period: 3 months

Key Aims

- Develop, Coordinate and manage the Toonspeak programme of activity which includes a full programme of weekly workshops and holiday provision.
- Act as Producer for Toonspeak events including our large-scale productions.
- Lead the marketing and communications for our activity programmes.
- Recruit and manage freelance practitioners and trainees to deliver our programme.
- Collaborate with colleagues to develop and grow the workshop programme to include non-performance theatre disciplines and wider art forms.
- Develop training programmes for aspiring workshop leaders and freelance artists.
- Act as a main point of communication for the workshop programme for colleagues, artists, participants and parents/carers.
- Take a lead on ensuring effective person-centred support is provided for participants who need it, co-ordinating communication with participants, referral partners, parents/carers and free-lance artists.

Areas of responsibility

Category	Responsibility – Lead and Accountable Areas
Leadership	Support the strategic development of the organisation as directed by the Chief Executive.
	Operate as part of the Senior Management Team of the organisation.
Artistic	Work with Chief Executive to seek out collaborations with artistic communities of Scotland, the UK and internationally and cultivate meaningful partnerships with like-minded organisations committed to supporting the progression of children and young people.
	Support the development of Toonspeak Young Company taking on producer role for their performances.
	Develop and produce Toonspeak Company Productions - currently a large-scale Summer Production and a smaller Christmas event.
	Development and delivery of programme in line with the company's vision and mission and available resources.
	Demonstrate effective leadership in all aspects of the company's production processes
Management	Recruit and select appropriate freelance artists and delivery staff for projects.
	Line manage, support and supervise Outreach Officer.
	Manage and supervise Freelance Artists/delivery staff.
	Facilitate a relevant and tailored programme of training and development for delivery staff.
	Recruit young leaders and volunteers to support programme and project delivery.

	Monitor and record annual leave and timesheets for direct staff reports.
Finance	Manage project and production budgets as directed by the Head of Finance and Operations.
Fundraising	Support the development of funding applications to both private and public sources to support the creative programme.
	Manage project budgets and relationships with key project funders, completing all monitoring and reporting requirements within appropriate timeframes.
Planning	Develop new pilot projects.
	Research potential partners, arrange meetings and explore possibilities for joint projects and referrals.
Delivery	Manage projects and monitor artistic quality and learning outcomes.
	Collate and act upon participant welfare concerns as appropriate.
	Develop and deliver a Youth Engagement Strategy
	Recruit, train and manage young leaders to support with workshop delivery.
	Develop and manage a series of new quality creative workshops and taster projects in line with Toonspeak aims, objectives and plans with an emphasis on our agreed Equalities, Diversity and Inclusion (EDI) Action Plan 2019-2021
	Work with staff team to develop and deliver legacy plans for key projects and programmes beyond the current funded period.
	Research opportunities for progression and support young people to take advantage of them.
	Produce risk assessments for projects and programmes as directed by the Head of Finance and Operations.
	Research, develop and support young people to take advantage of opportunities for progression.
Marketing/Comms	Develop marketing and audience development plans for programme and productions.
	Manage Social Media for marketing and recruitment.
	Develop programme related content for Toonspeak website and social media channels.
	Lead the recruitment of participants for projects by direct contact, phone, social media and via referral partners, coordinating this work with key members of the team (Outreach Office and Administrator/Participant Liaison).
	Develop and maintain relationships with delivery partners.
	Represent the company in press interviews.
	Develop programme related content for Toonspeak website and social media channels.
	Represent the company in press interviews associated with the project as directed and agreed with Chief Executive.
Monitoring & Evaluation	Review workshop reports and coordinate actions across the delivery teams.
	Ensure thorough effective planning and evaluation to ensure that agreed learning outcomes are achieved.
	Implement planning, monitoring and evaluation processes to ensure high quality delivery and compliance with company policies.
	Ensure appropriate documentation of projects is undertaken (photos/film).
	Work with Funding Officer and Outreach Officer on the development of case studies demonstrating impact on individuals.
Reporting	Prepare programme reports for the Chief Executive and for the Board of Directors.
Other	Any other duties which may arise as directed by Chief Executive.

Person Specification

ESSENTIAL	DESIRABLE
Knowledge and Experience	
<ul style="list-style-type: none"> • Experience of delivering a programme of high-quality drama/creative workshops, competent with a range of ages across the 3-25 age bracket. • Sound knowledge and experience of putting all the parts in place to deliver high quality arts programmes that meet artistic and learning outcomes. • Experience of producing events and performances. • Experience of marketing and communications. • Experience in designing strategies to ensure all young people's equal participation in arts based activities. • Demonstrable skills in documenting and evaluating arts programmes to build evidence, demonstrate impact and inform planning. • Experience of recruiting and managing freelance artists. • Sound knowledge of child protection and health and safety good practice in a workshop context. • A relevant degree in the Performing Arts or have work experience with progression to an equivalent level. • Relevant work experience of at least 3 years. • Ability to work flexibly and undertake evening and weekend work. • Proficiency with MS Office suite (Word, Excel). • Experience of using social media in a work-based context. 	<ul style="list-style-type: none"> • Proven experience of project fundraising • Experience/interest in other art-forms (beyond the essential performing arts). • Experience of direct delivery as a workshop leader or facilitator of arts based courses or classes. • An understanding of the challenges young people can face in developing skills and careers in the arts in Scotland. • Experience of working in SIMD communities • Digital Media Skills. • Experience of designing and delivering training courses for freelance artists.
Skills and Qualities	
<ul style="list-style-type: none"> • A passion for the impact of theatre and the arts on young people and of placing their needs and aspirations as the driver for the work. • Sound organisational skills with good attention to detail that can be applied to scheduling courses, coordinating events and managing people. • Proven ability to work collaboratively with other artists, taking on the role of mentor or advisor when appropriate. • A strong team ethic, with highly effective communication skills and motivation to work closely with colleagues. • Effective administration skills to ensure the smooth operation of activities. • Ability to deal effectively with challenging situations. • A positive perspective on change. 	

This role involves regulated work with children and as such, the successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be processed by Toonspeak).

You can find information about our projects and programmes on our website www.toonspeak.co.uk. Our summer production 'Time Out' and audience feedback is available to view, full video <https://www.youtube.com/watch?v=U9jvOMOb1PE> and 5 minute video with some audience and cast feedback: <https://www.youtube.com/watch?v=Huy05GVkoxY>

How to Apply

Please send the following:

- A letter of application, **maximum three sides of A4**, demonstrating how you meet the requirements of the role as laid in the job profile, specifically evidencing how you meet the required **knowledge, experience, skills and qualities** of the person specification.
- Your CV including qualifications, work history and further training, **maximum of four sides of A4**
- The name and contact details of 2 referees. Please note referees will only be contacted after interview.
- Confirmation that you are available for interview on **6 November 2019**

We prefer applications to be sent as attachments by email, they should be sent to Hazel Wotherspoon, Chief Executive: hazel@toonspeak.co.uk and marked **Programme Manager Application**.

For an informal discussion, contact Hazel on 0141- 552-0234 (up until 27th of September and then from 16th of October).

Deadline for applications: **Monday 21 October at 12 noon**
Interviews: **Wednesday 6 November 2019**