

Job Description: Programme Manager, Cultural Education

Reports to: Head of Creative and Extended Curriculum

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: FTC (3 years)

Pattern: Part Time (0.7 to 0.8 FTE)

Full time salary: £40,000 to £45,000 (depending on experience)

About the role:

In this newly created role, you will develop and implement an ambitious and comprehensive cultural education programme which reaches, inspires and engages all pupils in the Ark network whatever their age, ability or location. Innovation, inclusion and a deep-rooted commitment to enabling young people to reach their full potential will be key drivers in all that you do.

We are looking for an experienced leader within the cultural or education sector, adept at collaborating with schools and cultural institutions to ensure success on behalf of our most important stakeholders, our pupils. The ideal candidate will demonstrate a passion for fostering partnerships, recognising the synergy in aligned organisations striving toward common objectives. The Programme Manager should possess a track record of establishing impactful systems and structures where needed.

We are in search of an individual who is highly pragmatic, optimistic, and focused on enabling children and young people as well as the adults around them. We understand the transformative potential of this role and seek someone who shares our dedication and vision.

Key Responsibilities:

- Develop and implement a cultural education programme across Ark Schools that is inclusive of all children and young people in our network
- Lead the planning and implementation of an annual programme of activity, ensuring all relevant parties are set up for success
- Lead on key areas including strategy, funder reporting and key bids
- Develop an impact and evaluation strategy, ensuring it clearly demonstrates impact and tells the story of our work
- Be a key contact for funders, external relations, and partners, providing updates as requested
- Establish a network of 'Cultural Champions' made up of teachers and leaders in our schools
- Ensure the interests, ideas and feedback of pupils, teachers and partners are accurately reflected in decision making at all levels
- Consult widely with pupils, parents, teaching staff and the wider community
- Connect with local and national cultural organisations, building relationships and identifying appropriate partners
- Manage all aspects of effective partnership working, this includes but is not limited to: contracting and onboarding, supporting with invoices and ensuring value for money
- Lead on in-person activity, including responsibility for venues liaison, equipment, transport, and timetabling
- Manage all aspects of the programme budget, ensuring that funds are spent in a way which maximises impact
- Work with partners to ensure their practice and ways of working are aligned with Ark's inclusive ethos and expectations around quality

Person Specification: Programme Manager, Cultural Education

Knowledge & Skills

- Experience of strategic and operational leadership within a school or arts organisation
- Experience of leading and developing an education programme in an area of the arts and/or culture, particularly focussing on working with schools
- Experience of recruiting and developing aligned partners, with experience of finding, connecting, and supporting those individuals or organisations who may fall outside of traditional networks
- Experience of drawing on a wide range of art forms, people, and organisations to create a rich and varied creative experience for young people
- Experience of leading and managing a diverse team of people
- Experience of creating and managing significant budgets, contract negotiation and fundraising

Personal Qualities

- Have a proven ability to establish high-impact systems and structures where these do not yet exist
- Extremely practical, positive and outcomes driven; we know that if done well, the impact of this work will be profound. We are looking for someone who shares our commitment and ambition and has a clear sense of how to deliver this programme successfully
- Able to translate strategic plans into actions, and adept at communicating messages and feedback
- Kind, calm under pressure and able to support others to be successful
- Highly organised and efficient in completing a wide variety of work to tight deadlines
- Holds high standards and is comfortable developing others about the suitability and performance of others for professional roles

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This role will require travel to our schools. We operate a reasonable expenses policy
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).