

**OUR REWARD PRACTICES/
JOB DESCRIPTION:**

**Skills Development Manager (Creative Estuary -
RE:Generation2031)**

Date created:

Date created

Date updated:

Date updated

Generic role title:	Skills Development Manager (Creative Estuary - RE:Generation2031)
Job family:	Administration, Professional & Managerial
Reference number:	CS-065-19
Grade:	Grade 7
Salary Scale:	£34,804 - £40,322 per annum
Contract:	Fixed term to 31/03/2022 Full time
School/Department:	Arts and Culture
Location:	University of Kent, Medway campus
Line manager:¹	Director of Arts & Culture or their nominee
Immediate line reports:	N/A
Anticipated start date:	To be confirmed with the successful applicant

Job purpose

The University of Kent on behalf of an exciting and diverse range of regional partners has been awarded one of five game-changing cultural development funds. This will invest in innovative creative, cultural and heritage initiatives intended to deliver culture-led economic growth and productivity. The project, Creative Estuary, builds on the ambitions, led by South East Economy Network (SECEN) and the Greater London Authority (GLA) for the Thames Estuary Production Corridor (TEPC) to develop one of Europe’s most integrated and productive creative regions. The geographical focus for the bid is North Kent and South Essex.

Creative Estuary will make a fundamental contribution to the UK Government’s Industrial Strategy. It will provide the spark to change the life chances of diverse estuarine

¹ Line Manager may be subject to change and will be confirmed in the employment contract issued to the successful candidate.



communities with new area identities, local pride, cultural production, jobs and innovation, developing a creative cluster in the Thames Estuary connected to London, UK and global markets.

RE:Generation 2031 is a key element of Creative Estuary. The Skills Development Manager will lead the development, implementation, monitoring and evaluation of an innovative approach to developing the creative skills and training of young people aged 16-25 years in disadvantaged areas of North Kent and South Essex to support the SELEP skills strategy. This new model will be developed in partnership with others in HE and Further Education, schools, creative freelancers and creative businesses, SMEs, skills agencies and young people themselves.

The Skills Development Manager will seek to pro-actively recruit learners in our most disengaged and disadvantaged areas, developing creative skills, increasing confidence and breaking down barriers to employment. The project will aim to address and develop solutions to the challenges faced by small businesses and freelancers in terms of capacity and financial support to enable them to deliver skills and training.

The Skills Development Manager will be based at the University of Kent campus in Medway and will be expected to travel frequently across North Kent and South Essex.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

1.	Initiate, establish and sustain a diverse range of partnerships to support the development of relevant and effective creative skills opportunities for young people in disadvantaged areas of North Kent and South Essex	<i>Frequency</i> Daily
Example duties:		
1.1	Initiate contact and partnership with Creative SMEs and Freelancers in North Kent and South Essex to support creative skills development opportunities for young people.	
1.2	Work in partnership with skills agencies; education and local authorities to develop a joined up/effective approach for development of relevant creative skills including the SELEP Skills Advisory Group, CC Skills, Job Centre Plus and ScreenSkills	
1.3	Work with young people, employers & training providers to evaluate the relevance of current apprenticeship models, exploring effective ways of creative skills delivery/training that is responsive to the local economy & young people's needs.	
1.4	Set up an advisory group for the project with a range of partners and young people.	
2.	Support young people to understand the opportunities available to them and work with them to co-design and test a new approach to creative skills development	<i>Frequency</i> Daily
Example duties:		

2.1	Identify, organise, support and deliver appropriate events, workshops and meetings to further the Project's skills and employment strategies/plans.	
2.2	Work with the Creative Industries Federation/Creative England Creative Careers Programme to inform young people of the diverse range of Creative Industry opportunities.	
2.3	Prepare young people for interviews - supporting writing letters of application and interviews skills.	
2.4	Provide effective in-work support for the employer; young person and Parent/Carer if required.	
3.	Secure the resources and support, including match funding, to ensure successful delivery and legacy of the project	<i>Frequency</i> Daily
Example duties:		
3.1	Prepare project plans and reports, including financial, forecasting and progress reports in line with funding requirements, and monitor and analyse data as appropriate.	
3.2	Monitor and review budget and income generation, follow risk management and control systems.	
3.3	To contribute to the wider Creative Estuary programme and ensure that this project maximises the impact of all resources and opportunities across different programme strands.	
4.	Reporting and Evaluation of the RE:Generation 2031 and its contribution to the wider ambitions of the Creative Estuary project	<i>Frequency</i> Daily
Example duties:		
4.1	Support young people and training/employment providers as required, reviewing progress in monthly monitoring reports for the Director of Arts and Culture and Creative Estuary Project Director.	
4.2	Evaluate impact on young people and employers and measure outputs in line with the Creative Estuary evaluation framework.	
4.3	Contribute to the wider learning of the Creative Estuary programme, sharing best practice both locally and nationally.	
5.	To proactively represent the RE:Generation 2031 project, acting as professional advocate and primary link	<i>Frequency</i> Daily

Example duties:		
5.1	To be an inspirational ambassador for the project, and represent at local, regional, national and international levels, recognising the context and ambitions of the wider Creative Estuary Project.	
5.2	To gather and share knowledge and insights from events and existing sector groups and networks, in order to further the success of the RE:Generation 2031 project and its ambitions.	
5.3	Maintain knowledge of regional, national or international skills initiatives and best practice across culture and the creative industries, to keep the project partners aware of latest developments.	
6.	Line management of the RE:Generation 2031 Administrative Assistant and any additional resource as the team grows, to ensure project governance and HR processes are adhered to	<i>Frequency</i>
		Daily
Example duties:		
6.1	Line management of the Administrative Assistant whose specific responsibilities include the proactive and effective administration of the project.	
6.2	Monitor and manage staff performance, undertake regular RPD, provide feedback on performance and identify development needs.	
6.3	Training and induction of team.	
7.	The post will require travel within the region, and occasionally nationally (including overnight stays).	<i>Frequency</i>
		Weekly

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: Executive Group, Academic Staff; Professional Services Staff, Students

External: Local/Regional Authorities; SECEN; Cultural/Creative Industries; Creative SMEs; Young People; Creative Estuary Steering Group; Freelancers; Skills agencies: The Education People; Job Centre +; CC Skills/Creative & Media Guild:

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

Regular use of Screen Display Equipment

Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)

Working in isolation

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Relevant business qualification or experience	✓		A, I

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Relevant previous experience in the area of creative skills and employment with young people	✓		A,I
Demonstrable experience of supervising staff	✓		A,I
Proven record of multi-agency partnership working	✓		I
Demonstrable experience in budget setting and management	✓		A,I
Experience of delivering resulting actions/projects relating to skills and employment	✓		A,I
Experience of working with creative freelancers and SME's		✓	I
A track record in securing external funding for skills and employment projects from a range of funding sources and providers.		✓	A,I
Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences	✓		A,I
Ability to analyse and interpret varied and complex information and develop strategies and solutions for the medium and long term	✓		A,I
Ability to work independently within clear guidelines and regularly uses initiative to make decisions,	✓		A
Demonstrable commitment to the principles of diversity and inclusion	✓		I
Knowledge of Local Growth and Skills strategies	✓		I

Additional attributes	Essential	Desirable	Assessed via*
Pro-active, self-motivated and self-reliant	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview