

## Job Description

### Head of Creative Programmes

<b>Salary:</b>	Grade 7
<b>Contract:</b>	Fixed term until end of March 2027
<b>Location:</b>	Canterbury
<b>Responsible to:</b>	Director of Cultural and Creative Projects
<b>Responsible for:</b>	Line reports – Creative Engagement Practitioner, Programme Manager, Creative Programmes Administrator
<b>Job family:</b>	Administrative, professional and managerial

### Job purpose

The University of Kent has an impressive history of supporting arts and culture in Kent, in particular through the work of the Gulbenkian Arts Centre and more recently the Institute of Cultural and Creative Industries (iCCi). iCCi was set up as a catalyst for culture and creativity, enabling new ways of researching and teaching and playing a key role in the region's innovative and fast-moving industries. The Institute is different by design, outward-facing and working closely with industry, regional communities, and national bodies. Fully engaged in research, civic and business engagement, and skills development, it is home to Creative Estuary, extra-curricular music and the Gulbenkian Arts Centre, the latter a live lab for CCI research and innovation, with a national reputation for its work with children and young people.

iCCi is a unique entity within UK HE, bringing together areas in order to open up new funding streams and audiences and thereby bringing significant benefits for our profile and reputation. It makes a substantial contribution to the university's public profile, as a very visible face of Kent for external audiences both on and off campus, providing regional cultural leadership. In order to supply sector advice and grow relationships for our research and education offer, it is embedded in the regional creative industries ecosystem of SMEs, publicly funded arts practice, Council Arts and Culture teams, Cultural Compacts and national bodies representing the industry such as Arts Council England and Creative UK.

iCCi builds on Kent's strengths in design, media, digital arts, and human-computer interaction to equip students with the necessary skills to support the development of the creative and cultural industries in the region, be at the forefront of building the talent pipeline, and develop research and innovation capacity in this field. iCCi brings together a diverse and exciting community of academics and students, embedding business, digital and arts and humanities innovation to equip students with essential skills, engage communities and help small creative businesses to thrive.

The Head of Creative Programmes will support the Director of Culture and Creative Projects in the effective management and development of all aspects of the artistic programme and creative engagement work within ICCI. They will lead on the development and delivery of the creative engagement strategy building on the philosophy and reputation of ART31 which supports the creative empowerment, learning and engagement of

a diverse range of children and young people from across Kent. They will be responsible for extending this philosophy to include students and other opportunities as presented by iCCi. They will work closely with the Director of Cultural and Creative Projects to ensure that the programme is intertwined with our engagement work and maximises opportunities for participation.

## Key accountabilities

- To develop and implement the iCCi Cultural and Creative Engagement Strategy and activity plan and ensure that they reflect our commitment to diversity and inclusion and increased engagement with our communities.
- Oversee the co-ordination and management of the logistical elements of the cultural and creative engagement programmes.
- Take responsibility for devising, developing and managing the family programme including our international family festival, bOing!
- Build relationships across the university and with student societies to develop a range of cultural and creative activities to increase student engagement and enhance the student experience, identifying mentoring and engagement opportunities.
- Develop and embed the ART31 methodology and practice in all areas of our work involving children and young people.
- Support the Creative Engagement Practitioner in the recruitment and management of sessional artists, and when appropriate, bring in industry professionals and coordinate high level master classes.
- Manage and monitor the Creative Engagement annual budgets and project funded budgets ensuring we meet targets and in control of agreed expenditure and proactively identify funding income streams, including trusts and foundations to support creative engagement activity.
- Contribute to the overall strategic development of iCCi in line with key local and national priorities.
- Oversee monitoring and evaluation processes that underpins all creative programmes and projects.
- Ensure that best practice is followed with regard to Child Protection and in line with iCCi and University policies including EDI, H&S and Data Protection acting as iCCi designate child protection officer and developing and overseeing the iCCi safeguarding policy.
- Provide clear vision, direction and motivational leadership for the Creative Programmes team ensuring effective teamwork and maximum productivity.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Balancing creative risk and ambition in the artistic programme with the need to be financially stable.
- Complex decisions in terms of safeguarding of young people in extraordinary circumstances.
- Developing a network of artists and practitioners in Medway and developing a children and young people strategy for Medway that successfully manages resources and capacity.

## Facts & figures

In 2014 the exceptional work carried out by the team at Gulbenkian was acknowledged when it became a National Portfolio Organisation with Arts Council England, and it has since developed a national and international profile through an innovative multi-arts programme and pioneering projects such as ART31 and the bOing! International Family Festival.

iCCi continues to be a National Portfolio Organisation, focussing particularly on our work with children and young people, but the University recognises that, as a Civic University, we need to do more to widen and diversify creative engagement across Kent. It is in this context that our arts and culture activity has moved to sit within our Institute of Cultural and Creative Industries (ICCI). This innovative and dynamic new Institute is a cross-campus inter-disciplinary initiative that unites and enhances our cultural and creative work across Arts and Humanities, Science and Social Science, education, research and innovation, and public engagement. We are creating an integrated approach to our arts and culture activity and developing strategic projects and investment opportunities that enhance the creative, cultural, and civic interests of the University, its academics, its students and the wider community.

Gulbenkian Arts Centre schedules over 1000 events each year, including cinema, theatre, Colyer-Fergusson and off-site locations per year. It also hosts 342 creative engagement sessions per year engaging over 1500 participants.

## Internal & external relationships

**Internal: Students;** Academic Staff; Professional Services Staff

**External:** Performers, artists and hirers, children and young people, teachers, representatives of other arts organisations, young people's organisations and agencies, public funders and stakeholders, suppliers and contractors, business, press and media.

## 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)
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects.
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

## 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.

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### Essential Criteria:

- An undergraduate degree in a relevant subject (Performing arts, Film studies, History of Art, Education etc.) or equivalent experience **(A)**
- Sustained experience of developing and curating a busy and diverse arts programme including festivals **(A)**
- Significant and demonstrable experience in developing and leading public engagement, community development and creative participation projects in the performing arts in particular involving children and young people **(A,I)**
- Experience of initiating and developing successful and sustainable partnerships and collaborations **(A,I)**
- Experience of managing and empowering staff , freelancers or external contractors or volunteers **(A,I)**
- Up to date knowledge of Child Protection best practice and policies **(I)**
- Ability to lead and manage complex projects demonstrating innovation, ability to think creatively and pro-actively and problem solve quickly **(A,I)**
- Excellent interpersonal skills with the ability to communicate clearly at all levels in writing and verbally and including presentations **(I)**
- Ability to demonstrate motivation, inclusivity and experience of team management **(I)**
- Computer literate: competent in key applications including Microsoft Word, Outlook & Excel **(A)**
- Effective project management skills including budgeting and strategic planning **(A,I)**
- A genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts **(I)**
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research **(I)**
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role **(I)**

### Desirable Criteria:

- Teaching or youth work qualification or experience e.g. PGCE or B.Ed **(A)**
- Understanding of wider educational structures, policies and funding opportunities including FE, HE and early years **(I)**