



Family Arts
Campaign



Family Arts Campaign Programme Manager Recruitment Pack

Responsible to: Executive Director, Family Arts Campaign

Salary: £33,000 (full time, although, we can consider options for part time 0.8 role, on a pro-rata basis)

Hours: Full time (40 hours per week); you will be expected to work flexibly around duties, including occasional evening work for events, and UK travel

Location: This is a remote working position, which will require occasional subsidised travel to the Family Arts team meetings

Contract: Permanent

Benefits: 25 days plus Bank Holidays, Pension scheme provided by Nest, Cycle to Work scheme, Training & Development Opportunities

How to Apply

Applications must be submitted via the online platform by: 10am, 12th April

Interview dates: 28th April, online

If you have any access needs in relation to your application and interview then please let us know.

Recruitment contact:

Ceri Payne

The Albany, Douglas Way Deptford, SE8 4AG

T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

Our Hiring Policy

The Albany and Family Arts Campaign aim to encourage a culture where people can be themselves and be valued for their strengths. We want our team to represent the same diversity of audiences and families we want to support.

We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people who have lived experience of the Black and ethnically diverse communities we serve.

The Family Arts Campaign will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the essential criteria.



About Family Arts Campaign

The Family Arts Campaign is a national initiative to raise the level of families engaging with arts and culture. The Campaign focuses on three main areas of work:

- Increasing the amount and range of quality artistic work for families
- Increasing the quality of experience for family members of all ages in attending cultural activities
- increase marketing to reach a greater number, and more diverse families

The Campaign is core-funded by Arts Council England and is a national Investment Principle Support Organisation (IPSO) within ACE's Let's Create national portfolio. The Albany is a key partner and supporter of the Family Arts Campaign and provides operational support including recruitment, HR, IT and finance.



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Purpose of the Post

The Family Arts Campaign is at an exciting time of development where, from April 2023, it will begin operating as an independent company, as one of Arts Council England's national portfolio organisations.

At a critical moment for our creative industries, this post will focus on leading some of our key programmes and initiatives, ensuring they are delivered effectively and create positive impact and change.

The Programme Manager will support the development and delivery of Campaign activity including:

Managing the National Family Arts Network Programme

The Programme Manager will work closely with the Executive Director to manage the National Networks programme and will act as the central contact for five Family Arts Ambassadors and five Network lead organisations. The Programme Manager will provide support and develop training and networking opportunities for the wider group of national Family Arts Networks.

This post will help to coordinate activity across the regions and ensure that networks are supported and that milestones and targets are completed on time and to budget, providing effective marketing, evaluation and dissemination of learning for the national Networks.

The Programme Manager will also be responsible for the effective evaluation of the programme, working closely with the Executive Director to compile updates and write reports for funders and other key stakeholders.



Developing our learning and events programme

This post will take a central role in programming our national and regional learning events. These events include national conferences and leadership symposia, as well as webinars and regional sharing events.

This post will help developing content for the Campaign to support the wider cultural sector through shared learning and engagement, including develop content, research and case studies.

This role will also project-manage the National Fantastic for Families awards to celebrate best practice and excellence across the cultural sector.

Working remotely

As the Family Arts Campaign is a national company, this post will be required to work remotely without a permanent office base. Team members meet regularly online and meet in person every three months, where travel (and, where necessary, accommodation) is subsidised.

The post-holder will be provided with a company laptop and phone but will be expected to work independently from a home / remote office.



Key responsibilities

- Be the main point of contact for Ambassadors and for Network Lead Organisations
- Ensure that each Ambassador reports progress against set milestones and targets effectively and on time
- Arrange and lead quarterly strategy meetings
- Support Network lead organisations to recruit and manage Ambassadors
- Evaluate and monitor activities of Networks
- Plan and provide relevant training to support development needs for Ambassadors/Network groups, supporting the wider Family Arts events programme, which includes biennial conferences, seminars and webinars
- Work with the Marketing & Communications Manager to incorporate examples of best practice and learning into the Campaign's wider communications activity through events, website, newsletters and social media
- Report on Network progress to funders and other key stakeholders



- Work with external evaluators to ensure that the programme is evaluated effectively
- Develop new Family Arts networks within priority and levelling up for culture places
- Programming for conferences and large-scale events
- Managing the Fantastic for Families awards programme
- Project management to lead high quality events and conferences
- Provide administrative support for the Family Arts Standards and Age-Friendly Standards accreditation schemes
- Ensure that the Campaign's Network database is kept up-to-date
- Developing content and case studies for B2B work
- Supporting evaluation and research projects and developing new fundraising and income generation opportunities
- Setting board meetings and capturing minutes
- Work with the Executive Director to develop partnership and collaborative opportunities to support the wider work of the Campaign

Other Duties

- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate
- To be responsible for carrying out duties in line with the Family Arts Campaign's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment
- To actively work within the Family Arts Campaign's Safeguarding, Environmental Sustainability, Health & Safety, Data Protection and other relevant policies, and to attend training as required



Requirements for the post-holder

Essential

Please refer to these requirements when submitting your application

- Demonstrate an excellent understanding of the UK cultural sector, including awareness of current and emerging practice and theory in audience development, marketing and/or learning & participation themes
- Previous experience of leading and programming large scale events and conferences, ideally within the context of arts and culture
- Project management expertise to ensure programmes are delivered on time and to budget
- Self-motivated with the ability to work highly independently and on own initiative
- Excellent interpersonal skills with the ability to communicate effectively with a broad range of stakeholders, both verbally and in writing
- Experience of budget management and financial aptitude
- Excellent organisational skills and ability to prioritise workload to meet deadlines with a high attention to detail

Desirable

- Experienced in coordinating national programmes that involve multiple stakeholders and partners
- Experience in successfully developing fundraising opportunities and or other sources of income generation