

<b>JOB DESCRIPTION</b>	
<b>Job title:</b> AKO Storytelling Institute Manager	<b>Accountable to:</b> AKO Storytelling Institute Director
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £48,543 - £58,474 per annum	<b>Grade:</b> 6
<b>Service:</b> Social Purpose Group	<b>Location:</b> High Holborn

### **About the AKO Storytelling Institute.**

Established at University of the Arts London, the AKO Storytelling Institute works at the intersection of artistic practice and social change, with a mission to enable storytellers and campaigners to have greater social impact.

Artists and campaigners have long used creative means to build public awareness and influence policy making, but the methods through which to do this and how to evaluate its effectiveness are dispersed and, in places, lacking.

The AKO Storytelling Institute will build a discipline for storytelling-for-change through practice, research and dissemination, to enable storytellers and campaigners to have the real world change they want, and to be able to recognise they are achieving it.

In autumn 2023 we will launch a fellowship programme to experiment in new narrative and creative forms for storytelling-for-change.

The ultimate aim in developing the discipline of purpose-led storytelling and through this we believe we can inspire and enable successful collaborations between campaigners and artists around the world.

You will play a key leadership role in building the strategy with the Institute Director, and ensuring the Institute's smooth running.

### **Core Objective**

- Reporting to the new AKO Storytelling Institute Director, the Institute Manager will oversee the operational delivery and management of the Institute as well as develop the strategy of the Institute with its Director.

### **Main duties and responsibilities:**

#### **Operations and Strategic Management**

- Oversee the strategic operations of the Institute and management of all activities
- Presenting and coordinating the analysis and research of the institute, and presenting findings.

#### **Project Management**

- Work closely with the Director and external partners to deliver the AKO Storytelling Institute's Fellowship, research and public programming activities.
- Build and manage timelines for all activities and outputs.
- Oversee the team's daily activity, keeping the Institute on track to reach its targets and goals.
- Monitor the success of output for the institute.

#### **Finance**

- Lead and develop the Institute's long-term financial planning (c. £500,000 per year), as well as short-term budgeting. This includes annual budget monitoring and reviewing expenditure and procurement, co-ordinate the effective allocation and utilisation of funds across the Institute, always ensuring compliance with the University's Financial Regulations.
- Develop a business plan for the Institute
- Deliver reports on the Institute's activities for internal and external monitoring and reporting including regular reporting for the AKO Foundation.
- Support the development of research funding applications and monitor post award activity involving the Institutes
- Work with the Development Department to explore funding opportunities.
- Organise and manage Institute events including conferences, seminars and workshops, and PhD students' events.

#### **People**

- Build and maintain key relationships, networks and partnerships internally and externally.
- Work closely with HR, to manage HR processes for the institute, including staff recruitment and appointment of temporary support staff.
- Supervise the Institute's Research Fellows, Storytelling Fellows and

administrator.

### **Communications**

- Plan and manage the marketing and promotion of output.
- To be responsible for the Institute's communication platforms, including website and social media accounts, and liaising UAL's internal communications teams to provide content for internal and external communications.

Manage communication between the Institute, Research Centres and Research Management and Administration (UAL), and other UAL departments, being the first point of contact.

## **PERSON SPECIFICATION**

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>• Educated to degree level OR Professional qualification in a relevant area OR Substantial equivalent experience.</li><li>• In depth knowledge of core operations and process management activities such as administration, risk management, finance, HR and quality assurance.</li><li>• Knowledge of business planning and business processes</li><li>• Demonstrable knowledge of the dynamics of the HE sector.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>* Significant leadership and management experience at a senior level</li><li>• Proven experience of delivering successful strategic and operational leadership and management in a complex organisational environment with multiple stakeholders.</li><li>• Demonstrable evidence of grasping new ideas quickly, engaging in complex thinking and working comfortably with ambiguity.</li><li>• Knowledge of the industry of arts, media, communications and campaigning for social change.</li></ul>
Communication Skills	Communicates in a compelling and influential way

	adapting the style and message to a diverse internal or external audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads effectively, and promoting collaboration across formal boundaries
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Effectively plans, prioritises and manages the delivery of complex projects or activities to achieve long term strategic objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student Experience or Customer Services	Builds and maintains relationships with internal and external partners and customers
Creativity, Innovation and Problem Solving	Initiates innovative solutions to problems which have a strategic impact

Direct reports include the Storytelling Fellows, Research Fellow and Institute Administrator.

**HERA CODE 001902**