

JOB DESCRIPTION AND PERSON SPECIFICATION

Contract Length: Permanent

Salary: £41,454 to £49,534 per annum

Grade: 5

Hours/FTE: 35/ Full time

Job Title: Creative Futures Programme Manager

Accountable to: Head of R&D and Innovation

Location: Camberwell, Chelsea,
Wimbledon College of Arts

Section: Camberwell, Chelsea, and Wimbledon
Knowledge Exchange

Background and purpose of the role:

Creative Futures is a business support programme for creative entrepreneurs, supporting local people to develop their creative practice into viable enterprises, while exploring global challenges around earth, equity, and economy. Creative Futures aims to address specific barriers to entrepreneurship faced by communities, traditionally under-represented in the creative industries.

Building on the success of the Creative Futures pilot year, The Programme Manager will take the lead on developing plans for the next phase of the programme, including expanding into new geographies, identifying opportunities for innovation, and establishing new income streams to sustain the programme over the long term.

Based at Camberwell, Chelsea and Wimbledon Colleges of Arts, The Programme Manager will work proactively with academic and industry colleagues to develop and deliver the programme. The role will also support the Head of R&D and Innovation in delivering our knowledge exchange strategy across South London and beyond.

Duties and responsibilities

Management and planning

- Lead on developing plans for the next phase of the Creative Futures programme, including its theory of change, key outputs, content, delivery plans and income generation strategies.
- Work proactively with academic and industry colleagues to identify opportunities for growth and programme innovation.
- Take responsibility for the day to day running of the programme, ensuring comprehensive project management support is in place for capturing, monitoring and reporting of outputs in compliance with University and external funding and audit requirements.
- Implement effective finance systems for the planning and monitoring of budgets, providing regular reports to Head of R&D and Innovation and the Central KE Finance Team as required.
- Work closely with the wider KE team to identify areas of synergy with other UAL business support programmes and plan activity accordingly.
- Manage and develop the programme Steering Committee, including setting agendas, producing papers, minute taking, briefing and providing advice to committee members, and

following up actions.

- Provide regular updates on programme activity, promptly identifying any issues that arise and where appropriate progressing these to the Head of R&D and Innovation.
- Manage the negotiation, agreement and sign-off of all contracts and agreements, as well as their secure storage, in accordance with the funders and UAL's Contracts Protocol.

Communication and relationship management

- Work collaboratively with wider KE team to support the development of a local community and business eco-system in South London.
- Act as the first point of contact for the programme internally and for external stakeholders and participants and taking responsibility for managing and developing these relationships.
- Oversee the recruitment and engagement of project participants, industry experts, guest speakers and workshop facilitators.
- Oversee the development of project marketing campaigns and materials, monitoring their effectiveness in recruiting project participants and building the profile of Creative Futures.

Other duties and responsibilities

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- To undertake continuous personal and professional development and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

Head of R&D and Innovation

Head of Public and Community Engagement

Head of Graduate Futures

CCW KE department colleagues

University professional services (KE finance, legal, communications teams).

Network of industry experts

Workspace providers (Internal and external)

<u>Local residents and community organisations</u>
<u>Resources Managed</u>
Budgets: Creative Futures programme budget
Staff: ArtsTemps and Coordinator support
HERA code:

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	Relevant undergraduate degree or higher Project management qualification or significant experience (e.g., PRINCE2)
Relevant Experience	Experience of structuring an effective business case or funding proposal for investment Experience of managing projects (including financial/budget management) Experience of business support in an HE environment or the creative sector Excellent relationship management skills and track record of managing projects across multiple organisations or partners. Experience of contracts management
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises, and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: May 2023