

## PROGRAMME MANAGER, IDEATE MANCHESTER

[Creative UK](#) is the independent network for the UK Creative Industries, and we know that connection changes everything. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

Our [IDEATE](#) programme focuses on immersive product development, helping creative start-ups and established SMEs to develop and commercialise new immersive content, with an emphasis on cross platform collaboration. For our 2022/2023 iteration of the programme, we strive to focus on the growth of creative digital content production - both within traditional mediums e.g. Film & TV and new media e.g. VR, AR and immersive tech. IDEATE is for creative/cultural businesses working in film, TV, games, theatre, live events, visual arts and heritage who are looking to take their first step into immersive content creation.

Our Programme Manager will have the opportunity to shape the design and lead on the delivery of IDEATE Manchester with support from a Coordinator: targeting early stage SME's in Greater Manchester to develop and commercialise new content. Through exclusive events and bespoke workshops led by industry leaders and mentors, you will help provide expertise to futureproof the next generation of moving image companies.

The ideal candidate will be a first-class Programme Manager, event planner, good communicator, enthusiastic and organised, with exceptional attention-to-detail. You will take responsibility for many aspects of this pioneering project's delivery and therefore have the capability to hit the ground running.

**LOCATION\*:** Greater Manchester, MediaCityUK

**STARTING SALARY:** up to £30,000 dependent on experience + benefits

**CONTRACT:** Full time, initial 2-year fixed term

**TO APPLY:** Email your CV, cover letter and/or 1-2-minute video link\* to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk) by Monday 31<sup>st</sup> January midday.

Interviews will take place by video conference w/c 7<sup>th</sup> February 2022, immediate appointment preferred. *\*hybrid working, min 2 days in a workspace, 3 days from home. Video link optional*

Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

### MAIN AREAS OF RESPONSIBILITY:

Lead on the development and delivery of IDEATE Manchester with support from the Programme Coordinator, setting strategies for delivery.

Proactively seek and track creative companies suitable for IDEATE, liaising closely with our internal specialists, discovering and supporting creative talent and businesses across the immersive media space.

Lead on the organisation of relevant programme activity: event, workshops, online and physical bootcamps and webinars, with assistance from the wider Creative UK team.

Attend relevant meetings with Creative UK teams, to ensure a fully integrated, value-added approach to business support activity across the organisation.

Research programme contributors and suppliers, with an emphasis on those who evidently pursue sustainability and ethical best practice.

Manage operational and administrative aspects of ERDF (European Regional Development Fund) making sure projects are delivered on time, to budget and achieve agreed aims.

Line management of a Programme Coordinator; ensuring a coaching approach to their professional development

With support from the coordinator ensure contractual outputs are delivered by partners, stakeholders and businesses as required.

Liaising with Marketing and partners to ensure appropriate coverage of the programme

Develop and deliver engagement plans; to entice creative businesses/ individuals to the project

Maintain an up-to-date knowledge of business growth, key players, opportunities, finance, training initiatives, including undertaking appropriate research as requested.

Consider applications for support, taking the lead on assessments and decisions for eligible applicants.

Take overall responsibility for the client management of participants, reviewing progress, providing advice

Coordinate and contribute to meetings, conferences, committees and other events where necessary.

Any other duties, which may be reasonably required of the post holder

This role is ERDF funded

**Required Experience, Knowledge and Skills:**

- Experience of working with public-sector funding (preferably European funds)
- Strong written and verbal communication skills, able to build relationships and work well with internal and external stakeholders
- Effective time management and organisation skills
- High level of competence with Office365, experience of using a CRM
- Demonstrable track record of success in managing projects
- Experience of setting up and running in- person and virtual events
- A good working knowledge of the creative sector and broader business growth landscape
- Line management experience (desirable)

All our employees will be expected to demonstrate behaviors associated with our company values. Our values drive the way we work; how we do things is just as important as what we do.

We join the dots; collaboration is in our DNA

We support and empower; we are here to make a difference

We are curious, open & honest

We celebrate difference & value equality of opportunity

*Diversity Changes Everything: We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities and talents.*

Creative UK

**Ideate  
Manchester**

In partnership with

