

PROGRAMME MANAGER – Cornwall

[Creative UK](#) is the independent network for the UK Creative Industries, we champion, connect, support and invest in creative people and businesses. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured.

Our Programme Manager will have the opportunity to shape the design and lead on the delivery of [South West Create Growth Programme](#) in Cornwall and the Isles of Scilly.

The Programme Manager will operate at the hub of this unique programme delivering meaningful specialist support to high growth potential SMEs in Cornwall. This role will facilitate continuous engagement with the creative community, supported by a dedicated Programme Coordinator and working alongside our wider remote team of experts.

The Programme Manager will own the delivery of the programme including a range of specialist workshops and mentoring aimed to nurture knowledge share and collaboration between entrepreneurs and early-stage screen-based 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*: South West UK with proximity to Cornwall. Largely remote working with occasional in person meetings/events. Candidates should have a willingness to travel across South West UK

SALARY: £35,000-£38,000 pa dependent on experience + benefits

CONTRACT: Full time, initial fixed term with scope to make permanent.

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by Monday 5th December midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference w/c 12th December 2022, immediate appointment preferred.

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

RESPONSIBLE TO: Programme Lead

RESPONSIBLE FOR: Programme Co-ordinator(s)

MAIN AREAS OF RESPONSIBILITY:

The Programme Manager will lead on the delivery of a the Cornwall and Isle of Scilly Programme with support from Programme Coordinators and the Creative UK Team.

Communications:

Work with the Communications team to develop, deliver and maintain a Communications strategy that:

- attracts and engages SMEs from targeted sub-sectors, demographics and geographic areas.
- promotes the Programme regionally and nationally
- develops and strengthens communications networks and infrastructure within the South West

Programme Delivery:

Leads the Programme Team and works with the wider Support Team to develop, deliver and maintain the Programme including:

- Developing the participant engagement journey and data management
- Co-ordination of SME Diagnostics
- Formation and co-ordination of SME cohort
- Programming and managing events and workshops
- Procurement, negotiation and contracting of Delivery Partners and Freelance Contractors (mentors, trainers, speakers, technicians etc)
- Co-ordination of Programme Delivery Partners and Freelance Contractors
- On-going development of Programme Plan
- Management of Programme Budget
- Grant Management (where appropriate)
- Liaise with Support Team and Partners to maximise impact and legacy for each SME

Monitoring and Reporting:

Work with the Programme Co-ordinators to ensure:

- Individual participant engagement journey is monitored, tailored and progressed to maximise impact.
- Programme progress is tracked on a quarterly basis against agreed metrics
- Quantitative and qualitative data is collected to enable end of Programme Evaluation.

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.

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

Retaining files where required alongside the grant system which are high quality and compliant for audit and archiving as an evidence base

To undertake any other duties as may be reasonably required. This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

All staff must develop Creative UK's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

Essential Experience, Knowledge and Skills:

- Experience of working with public-sector funding
- Demonstrable track record of success in managing multi-partner projects
- A good working knowledge of the creative sector and broader business growth landscape
- A demonstrable knowledge of the creative sector in the South West

- 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
- Budget Management

Desirable Experience, Knowledge and Skills:

Experience of setting up and running in-person and virtual events

- Line management
- Grant Management
- Commercial Investment Management
- Business Support Management
- Event and Training Management

All our employees will be expected to demonstrate behaviours 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

OUR PEOPLE PERKS

- Fully flexible hybrid working
- Pension enrolment from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, Health Assured
- Mental Health Guardians
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, Extra days off over the annual festive period
- 2 paid volunteer days per year to give something back to the community

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.