

PROGRAMME MANAGER x 2 – North East

[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 specialist Support programmes offer skills development, business support and investment opportunities to businesses and freelancers working across the UK creative sector.

In 2021, funded by the North of Tyne Combined Authority, we launched our [Culture and Creative Investment Programme](#), offering a combined package of financial and business support for freelancers and SMEs working across the full range of the creative and cultural sector in the North of Tyne area.

This is an exciting time for the Creative Industries in the North East with increased investment and activity secured from DCMS through the [Create Growth Programme](#). We are expanding our activity and are looking for Programme Managers and Co-ordinators to deliver Business Support Programmes tailored to the Creative Industries across the region.

Programme Managers x 2

The ideal candidates will be first-class Programme Managers, event planners, strong communicators, enthusiastic and organised, with exceptional attention-to-detail. Programme Managers will be part of our growing Support department, liaising with colleagues across the UK, as well as inputting into the design of their Programme and taking responsibility for its successful delivery.

LOCATION*: North East, Creative UK operates a flexible hybrid working policy, this role will require remote working with the scope to explore office space in central Newcastle as part of the developing activity. Candidates should have a willingness to travel across North East region

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 28th Nov midday. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference 1st 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:**

Each Programme Manager will lead on the delivery of a North East 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 communication networks and infrastructure within the North East.
- Ensures that there is robust communication within Creative UK working closely with other areas of the business including the investment team and other CGP Creative UK is involved in nationally

Programme Delivery:

Lead the Programme Team and work with the Investment Team, the wider Support Team and external stakeholders 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 cohorts
- 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
- Signposting SMEs to potential investment opportunities provided by Creative UK and other national and regional partners

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
- A robust project management system is maintained making sure both quantitative and qualitative data is collected to enable end of Programme Evaluation.

Attend relevant meetings with Creative UK teams and external stakeholders, 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

Some travel across the English regions may be required

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:

- 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 North East
- 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 working with public-sector funding
- 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.