

PROGRAMME MANAGER – SOUTH EAST

Creative UK is the independent network for the UK Creative Industries. We connect, invest in and support great ideas, champion brilliance and fight for the opportunity for all to thrive creatively.

Create South East is a consortium of businesses, agencies and local government bodies who have come together to work with national statutory agencies to deliver the South East part of the national Create Growth Programme. Creative UK has been appointed lead delivery partner for Create South East, recruiting and hosting a Programme Team situated in the South East.

More information about Create South East can be found [here](#). More information about the national Create Growth Programme can be found [here](#).

A key aim of Create South East is to enable creative businesses to explore and secure commercial investment opportunities. Create South East will become a regional hub of programme activity that will enable businesses to be ready for investment and facilitate access to additional funding from [Innovate UK](#) and commercial investors.

This new Programme Manager role will operate at the heart of this programme; influencing and developing its design and leading successful delivery of the Programme.

The ideal candidate must be based in the South East, be a first-class Programme Manager, event planner, strong 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: Based in the South East: Essex, Kent, Sussex. We operate a flexible hybrid working policy, this role will require remote working with the scope to explore office space in a Delivery Partner Organisation as part of the developing activity. Candidates should have a willingness to travel across South East region

STARTING SALARY: £35,000 dependent on experience + benefits

CONTRACT: Full time, initial fixed term to March 2025

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **20th March 2023 midday**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference between 27th March to 10th April 2023 (exact dates tbc), immediate appointment preferred.

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

KEY RESPONSIBILITIES

The Programme Manager will lead on programme delivery working with in-house resource and the Delivery Group.

COMMUNICATIONS:

Working with the 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 South East.
- Ensures that there is robust communication within the consortium

PROGRAMME DELIVERY:

Leading delivery, working with the consortium and other external stakeholders to develop, deliver and maintain a programme of activity 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
- Business partnering with the finance managers to effectively manage Programme Budget
- Liaise with all stakeholders to maximise impact and legacy for each SME
- Signpost SMEs to potential investment opportunities provided by Innovate and other national and regional partners

MONITORING & REPORTING:

Working with the team you will 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.

OTHER

Attend relevant meetings with all stakeholders, to ensure a fully integrated, value-added approach to business support activity across the Programme.

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:

- 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 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

KPI's

- Programme delivery milestones
- Participant engagement & growth
- Stakeholder engagement

OUR VALUES

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

THE PACKAGE

- Flexible hybrid working
- Pension enrolment 5% employer contribution from 3 months service
- BUPA medical insurance (1 year service)
- Medicash 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.