

PROGRAMME MANAGER - DEVON (PART TIME)

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.

Creative UK: Devon & Cornwall is part of the Department of Culture Media and Sports's Create Growth Programme. West of England Combined Authority and Creative UK have secured funding to enable creative businesses in the area to explore and secure commercial investment opportunities. This Programme delivers mentoring, workshops and events that will enable businesses to be ready for investment and facilitate access to additional funding from [Innovate UK](#) and commercial investors.

We are seeking a part-time Programme Manager who will operate at the heart of our Create Growth Devon and Cornwall Programme, influencing and developing its design and leading its' successful delivery.

The ideal candidate will be a first-class Programme Manager, event planner, strong communicator, enthusiastic and organised, with exceptional attention-to-detail. You will be part of a growing department, liaising with colleagues across the UK, representing your region within the Create Growth national programme, and supporting and inspiring creative businesses in Devon to flourish and grow.

LOCATION: Devon based candidates, we operate a flexible hybrid working policy, this role will require remote working with the option to work in our Manchester, Bristol or London based workspaces. Candidates should have a willingness to travel across the region.

SALARY: £35K pro rata (0.6 FTE) + benefits

CONTRACT: Part-time **3 days per week**, initial fixed term from Jan 2024 until March 2025

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk

DEADLINE 4th December 2023 **10am** with interviews 7/8th Dec 2023 by video conference. Please complete our anonymous diversity and inclusion [survey](#).

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

RESPONSIBLE TO: Lead Programme Manager Cornwall and Devon

RESPONSIBLE FOR: Freelance Contractors

KEY RESPONSIBILITIES

The Programme Manager will lead on Create Growth Programme delivery in Devon.

COMMUNICATIONS:

Representing Creative UK and the Create Growth Programme at regional events. Presenting where appropriate and networking with businesses and stakeholders to promote current and future opportunities.

Contributing to the development, delivery and maintenance of 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 West

PROGRAMME DELIVERY:

Work with the Lead Programme Manager to plan deliver and maintain a programme of activity including:

- Participant engagement journey and associated data management
- Develop and maintain partnerships with stakeholders in Devon

Deliver Programme of activity including:

- Co-ordination of SME Diagnostics
- Formation and co-ordination of SME cohorts
- Programming and managing events and workshops
- Co-ordination of Programme Delivery Partners and Freelance Contractors (procurement and contracting where appropriate)
- On-going development of Programme Plan
- Liaise with 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 quarterly reporting and end of Programme Evaluation

OTHER

Attending relevant meetings with 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.

KPI's

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

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 West Midlands
- 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

THE PACKAGE

- Flexible hybrid working
- Pension enrolment 5% employer contribution from 3 months service
- Mediacash from 3 months service
- BUPA medical insurance & Life Assurance (1 year 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

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, talents, and physical and cognitive differences.