



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Programme and Partnerships Manager, Arts and Orleans House Gallery	Grade: PO3
Section: Arts	Directorate: Environment and Community Services
Responsible to following manager: Arts Service Manager	Responsible for following staff: Arts and Heritage Programmer Exhibitions and collections Programmer Learning and Engagement Programmer
Post Number/s:	Last review date: May 2019

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The Environment and Community Services Directorate is divided into four divisions and this role, is part of the Arts service which sits in the Culture division alongside Parks and sports.

The post holder will work closely with staff from across the council, Members, partners, members of the public and members of outside organisations.

The Programme and Partnerships Manager for Arts and Orleans House Gallery (OHG) is responsible for the cultural programmes delivered by the arts service. This includes activities which are developed at the main site OHG and those off site.

The post holder with the Arts Service Manager (ASM) and the Operations Manager make up the senior leadership of the service, with strategic responsibility for the direction of the service, alongside accountability for service delivery. It is essential that the senior leadership balance the services innovation alongside suitable systems and measured risk.

The service has been reviewed, and a restructure is underway. This is a new post within the redesigned structure. This comes after the completion of a HLF project to restore renovate and rebuild OHG. The building re opened to the public in March 2018.

The service the capital assets and wider council structure are likely to continue to see substantial ongoing changes, alongside the fast-moving cultural context of the UK and Europe.

The post requires an experienced cultural programme developer, with experience of developing and managing public programmes, and the partnerships, staff and contractor resources to deliver them.

The council is committed to providing a high quality publicly accessible creative and cultural programme across the borough. A service which whilst suitable for the location will offer exciting new ways to deliver creative practice and some surprises.

Specific Duties and Responsibilities

To lead the programme aspects of the arts service for London Borough of Richmond upon Thames, including development and delivery of public facing programmes with high levels of public participation.

1. To lead the team that is responsible for the creation and delivery of the programme. Creating the right environment to allow for the development of focussed high quality and innovative creative activities. There are 8.5 FTE staff members within this part of the team, working alongside associated contractors, sessional staff and volunteers.
2. To manage budgets and financial targets and where required make operational and service changes to meet financial restrictions. £0.75m revenue turnover. This includes core budgets and securing additional revenue funds for programmes from a variety of sources.

3. To develop and manage partnerships and co commissioning arrangements with others including non-arts partners. The development and ongoing review and management of a partnership strategy which maximises opportunities for investment from other sources. (Social corporate responsibility and financial.)
4. To oversee the marketing and communication strategy, narrative, system and activities, working alongside colleagues from the team and other services to ensure that the range of service users is reflective of local people, and the reputation and wider impacts of services are secured.
5. To develop and contribute to strategic initiatives and policies which increase the effectiveness of our services. Working with other Council services and partners to increase the public benefit on shared priorities.
6. To oversee the system of secure storage of, care of, and maintenance of, the boroughs art collection. Alongside ensuring continuing public access to this resource. (Directly managed by the Exhibitions and Collections Programmer.)
7. To work flexibly across the directorate and provide support and cover to other senior staff as required.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

The working hours are 36 hours Monday to Friday. The post includes some flexible working, including weekends and evenings. The venue is open 6 days a week, and programmes run over weekends and evenings. Multiple sites and programmes will run at the same time. Both the establishment staff and other support staff and volunteers work across flexible hours.



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge of current best innovative practice in cultural development and creative programming.	A / I
Knowledge of the relevant legislative, procurement and political processes.	A

Knowledge of management techniques/approaches for managing creative teams and partnerships	I
Knowledge of key issues relating to cultural development, including procuring, commissioning contracting and partnership working	I
Knowledge of different approaches to the collection and use of service performance data	I
Experience	
Experience of managing significant or complex creative programmes, with multiple partners (annual or programme visitors of 30,000 plus).	A / I
Experience of delivering innovative new programmes.	A/I
Experience of managing public facing programmes including security issues in relation to assets and people	I
Experience of liaison with senior managers and /or politicians, including the management of 'political' and sensitive matters.	A / I
Managing and leading teams in a fast-moving dynamic environment. (Staff or project teams of 6 plus individuals).	A / I
Management of 'communications' on projects or initiatives, including public facing campaigns. Input to or management of strategic planning around communications. This should include use of digital and social media.	A/I
Management of initiatives that incorporated new audience development, including the diversification of audiences.	I
Financial management including managing service reductions and new income generation. Including funding bids and private income sources.	T
Skills	
Ability to forward plan and manage relevant risk processes for assets and services.	I
Ability to share good practice around art programme development and delivery, coaching others through the details of programme development and delivery.	I
Ability to communicate and negotiate clearly and effectively, both orally and in writing, with a wide range of individuals including senior leaders.	A / I
Ability to work independently and as an effective team member using own initiative.	A / I
Ability to adapt to changing priorities, contexts and deadlines.	I
Qualifications	
None	

A – Application form / CV

I – Interview

T – Test

C - Certificate