

Buckinghamshire Culture

Job Description – Freelance Programme Manager

Reporting To:	Director, Buckinghamshire Culture
Contract:	Part time, fixed term contract November 2023 to December 2024, based on 3 days/week, to be worked flexibly.
Fee:	£21,000 fixed fee inclusive of expenses. Travel from office base in High Wycombe will be reimbursed.
Deadline:	9am, 29th November 2023.

Background Information

Buckinghamshire Culture is the cultural partnership for the county. Working collaboratively, we aim to increase opportunities to engage with creativity and culture for all of our citizens. Our work is guided by the Buckinghamshire Cultural Strategy, developed in 2018, which outlined the need for a strategic body to spearhead the Strategy and bring together our creative and cultural sector. In 2019 funding from Rothschild Foundation and Buckinghamshire Council enabled work to implement the strategy and we formed the cultural partnership, taking on the name of Buckinghamshire Culture. In 2021, Buckinghamshire Culture registered as a charity and now has an expert Board of Trustees and a number of staff.

Our cultural partnership consists of a broad group of Buckinghamshire based organisations representing the arts, creative industries, education, environment, health, heritage, libraries, museums and tourism. The Engagement Producer will be expected to work with the Director to build on work delivered to date and continue to develop and drive forward actions, projects and programmes in support of the Cultural Strategy. The Cultural Strategy can be found here: www.buckinghamshireculture.org/Cultural-Strategy and the Action Plan can be provided on request.

Buckinghamshire Culture has delivered a number of collaborative projects and has established a programme of sector development, training, support and networking opportunities, as well as the annual Open Weekend. Recently we have been developing the idea of a large-scale public-facing programme, using stories and storytelling as a focus. This will take the format of seasons of work, currently titled *Stories*. A producer is currently finalizing the vision and scope of *Stories*, which will form a significant part of Buckinghamshire Culture's work over the next few years.

Job Description

The Buckinghamshire Culture Programme Manager will support delivery and further development of our Sector-Facing programme, alongside projects and initiatives that support delivery of the Cultural Strategy.

The Programme Manager will manage and develop our broad membership and the events, activities and programmes we deliver to support the sector. This includes planning and programming our networking events and training activities, developing sector support initiatives, overseeing our 2024 conference and supporting co-ordination of our annual Open Weekend event.

The role will be based at Buckinghamshire New University's High Wycombe campus, with travel across the county and home-working as appropriate.

Main duties and accountabilities:

Networking

- Develop and deliver an annual programme of sector events designed to facilitate collaboration, connection and sharing
- Maintain and strengthen relationships with a wide range of stakeholders and groups that Buckinghamshire Culture works with, including a range of large and small organisations with different requirements
- Connect partners and ideas to enable collaboration and partnership
- Manage our membership/ mailing lists and proactively engage new partners and creatives relevant to our work

- Collaborate with Young Creative Bucks (Cultural Education Partnership) as a key network for the county and the Cultural Strategy
- Oversee communication and presence online via website and Social Media – as forms of communication with membership and wider stakeholders.
- Collate and send regular Newsletter.

Sector Development

- Work with the Director to shape new pilot/testing activities, sector support and training initiatives in response to need and interest
- Support activities to gather data about the sector, audiences and motivations/barriers to participation in creative and cultural activities in the county
- Provide advice/signpost artists, organisations etc in need of information relating to business development, funding, good practice etc.
- Support programmes designed to develop/retain creative talent in Bucks
- Help build sector development opportunities and programmes into our Stories programme
- Help build and enable further projects and programmes that deliver to the Cultural Strategy priorities.

Dialogue & Advocacy

- Encourage and support the engagement of the broad cultural sector, mobilising their involvement around key initiatives for the sector and Cultural Strategy
- Keep up to date with issues, agendas and policy changes relevant to our sector
- Support the Cultural Strategy Action Groups and Advisory Groups and facilitate projects that emerge
- Oversee, programme and plan our 2024 Conference.
- Take on an advocacy role – championing the value of creativity and culture across a range of policy areas to stakeholders and projects across the county
- Maintain strong working relationship with Buckinghamshire Council Culture Development Team
- Proactively seek opportunities to share the value of culture across different agendas.

Administration

- Support management of the charity and day to day operations as required, including taking Board minutes
- Provide administrative support to the organisation's core projects and programmes, including Open Weekend
- Provide proactive support to the Director in pursuit of organisation's strategic goals
- Provide regular and ad hoc reports to the Director as needed.

Other Duties

- Proactively manage workload and adapt according to business/project need
- To work additional hours when required in order to meet deadlines
- There will be a requirement for regular travel within the county.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Buckinghamshire Culture Values

Buckinghamshire Culture has a collaborative approach to its work and expects its employees to embody its core values of:

- Being open – being open, inclusive, fair and honest
- Being collaborative – creating the environment for collaboration and partnership and advocating for the power of creativity and culture
- Being curious – being curious and creative in our approach
- Having integrity – building trust and strong relationships
- Being kind – treating everyone we work with, with kindness and compassion.

Person Specification:

Competency	Essential	Desirable
Prior Experience	<p>At least three years' experience of working with and/or in the cultural sector shaping and supporting projects and activities.</p> <p>Experience of successfully working with a range of partners, creatives and organisations of different scales.</p> <p>Experience of proactively connecting partners, organisations and artists in order to facilitate projects/events etc.</p> <p>Experience of commissioning consultants and trainers to deliver specific/bespoke support/programmes.</p>	<p>Experience of developing and delivering sector support programmes.</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors.</p> <p>Experience of developing relationships with funding bodies.</p> <p>Experience of delivering quality promotion and marketing activity.</p>
Skills and Understanding	<p>Good planning and organisational skills, including time management and ability to prioritise and set deadlines – coping with conflicting and changing demands.</p> <p>Good standard of listening, communication, presentational and interpersonal skills.</p> <p>Proactively build and maintain good working relationships and communicate effectively with all stakeholders and partners.</p> <p>Understanding of the key issues affecting the cultural sector in the South East</p> <p>Good IT skills including Microsoft applications, web-based events software and social media</p>	<p>Understanding of national cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Good standard of advocacy skills</p> <p>Ability to bring together project ideas and shape them into proposals and fundraising bids. Track record of writing and submitting funding applications.</p> <p>Ability to use Wordpress.</p>
Behavioural Characteristics	<p>Organised and capable of working across a range of projects effectively.</p> <p>Good at building rapport and strong/beneficial working relationships to enable partnerships – being credible and inspiring confidence.</p> <p>Collaborative approach to all potential partners and stakeholders – able to see things from different perspectives and work with a range of organisations and individuals.</p> <p>Diplomacy and tact in supporting diverse partnerships with a range of priorities.</p>	
Other	<p>Ability to work flexible hours.</p> <p>Own transport and current driving licence.</p> <p>Ability to travel.</p>	

Application Process:

To apply for this role please send an application to Lallie (lallie@buckinghamshireculture.org) that includes:

- Your CV
- A written or recorded statement of how your skills and experience would enable you to fulfil the role
- Details of your day rate / budgeting for how you will complete the work within the fixed fee.

Deadline for applications: 9am, 29th November 2023

Applications will be shortlisted week of 29th November and we will hold interviews (either online or in person) w/c 11th December. Interviews will include a short presentation by the applicant to be prepared in advance and questions from a panel of two to three representatives of Buckinghamshire Culture.

Should you wish to speak to someone about this role, please contact Lallie (lallie@buckinghamshireculture.org) to arrange a call.