

Job description

Job title:	Development Manager: Culture& Sustainable Futures
Organisation:	Culture&
Responsible to:	Artistic Director/CEO
Salary:	£200 per day based on £28.50 an hour
Hours:	2 days on average per week
Terms:	Fixed term contract for 23 months
Application:	CV and covering letter to info@cultureand.org
Closing Date:	Noon on Friday 31 st January 2020

About Culture&

Culture& aims to open up the UK arts and heritage sectors by diversifying the workforce with more diverse talent and deliver public programmes that expand audiences. Our well-established programme of public activities encourages high-quality engagement with the world's rich and diverse cultural heritage, whilst promoting intercultural contact, dialogue and understanding.

Since 2013 Culture& has focused on diversifying the heritage workforce with the ground-breaking lottery funded project: Strengthening Our Common Life, which ran from 2013-2018. More recently we have been awarded further funding by the National Lottery Heritage Fund to continue the Skills for the Future programme with the New Museum School. The School aims to provide work-based training for diverse trainees, leading to an RQF Diploma in Cultural Heritage as part of one-year placements. Participating partners include National Trust, English Heritage, and the Southbank Centre.

Highlights of Culture& public programmes in 2019 were our collaboration with the Wellcome Collection on the Friday Late – Cyborgs, the Memory Archives – a multi-sensory dementia care project coinciding with the celebration of Windrush Day, Vitreous Bodies – an intervention at the Pitt Rivers Museum, University of Oxford.

Main responsibilities

Development Manager: Culture& Sustainable Futures

1. To lead on, and work closely with the Chief Executive and other team members in the delivery of all aspects of the organisational development plan and programme for Culture& Sustainable Futures.
2. To lead on and undertake research into new programme development strands for the New Museum School and Culture& Public Programmes, identifying sector needs, implementing market testing and devising pilot programmes to include: research of consultee lists, creating and conducting on and off-line surveys and consultations, analysing and presentation findings.
3. To lead on identifying new project and funding partners for New Museum School development strands.
4. To lead on identifying new project and funding partners for Culture&'s Public Programmes.
5. Support the Artistic Director/CEO and other key staff in identifying appropriate training options for staff and Board development.
6. To lead on and work closely with the Artistic Director/CEO in developing and writing Culture&'s Business Plan
7. To lead on and work closely with the Artistic Director/CEO in the developing and writing funding applications to public, private and corporate funders
8. Support the Artistic Director/CEO and other key staff in maintaining regular communication with partners and maintain good relations
9. Work with the Artistic Director/CEO and key staff in the planning, organisation and delivery of launch events for the new programme strands for New Museum School and Culture& Public Programmes
10. Work with the Artistic Director/CEO and key staff in developing a strong digital presence for Culture&, and support the development, and branding of new on-line offers
11. Ensure the full embedding of all Equal Opportunities policies and Health & Safety requirements are complied with at all times
12. To attend and participate in meetings and events as required and be responsible for additional duties appropriate to the post as directed by the Employer Responsiveness Manager.

Terms and Conditions:

Culture&'s office is at

Unit 36
Sara Lane Studios
Stanway Street
London
N1 6RE.

The post of Development Manager is offered on a fixed contract between March 2020 and January 2023 inclusive and is based on 2 days per week at a daily rate of £200 per day (based on £28.50 per hour)

Reasonable expenses associated with delivering the role will be reimbursed on presentation of receipts.

Person Specification:

	Development Manager Culture & Sustainable Futures		
Key	Skill/quality	Essential	Desirable
What educational background is required? (E.g. GCSE/degree level etc.).	Undergraduate or higher degree or equivalent experience	x	
What professional qualifications are required?	Professional Accreditation e.g. ARA or AMA		x
What previous job experience is required? In what type of role?	At least 5 years' experience at Senior Management level in an organisation within the arts and cultural heritage sector	x	
What specialist knowledge and skills are required?	Experience of leading and delivering organisational development programmes within the arts and cultural heritage sector	x	
	Experience of undertaking market research into arts and cultural sector needs	x	
	Extensive experience of working in arts and cultural heritage sector	x	
	Extensive experience of fundraising for arts and cultural heritage sector programmes and projects	x	
	Experience of working on strategic programmes for arts and cultural heritage sector	x	
	Experience of report writing and business planning	x	
	Experience of setting and maintaining budgets	x	
	Understanding of diversity as applicable to society and specifically in the arts and cultural heritage sector	x	
	A national and global understanding of the arts and cultural sector	x	

	An understanding of how the arts and cultural sector can employ diverse funding streams	x	
What personal qualities are required? (E.g. enthusiasm, initiative, team working)	Proven track record of meeting targets.	x	
	Ability to think and plan strategically	x	
	Excellent communication skills and have the ability to relate to a wide range of people at all levels	x	
	Commitment to high professional and personal standards of work and of conduct	x	
	A high level of presentational skills	x	
	Self-motivated with the ability to manage own workload unmonitored and meet timely targets	x	
	Ability to work effectively as a member of a team	x	
	Possess an appropriate professional appearance	x	
	Enthusiastic and with a commitment to deliver quality of service	x	
	An ability to influence and motivate beyond authority	x	
	Flexible attitude	x	

How to apply:

To apply for the post of Culture & Development Manager Sustainable Future please send your CV and a covering letter addressed to Errol Francis along with a completed Equal Opportunity form to info@cultureand.org by noon on Friday 31st January 2020

Interviews will be held in Hoxton, London on Wednesday 5th February 2020.