



**SUNDERLAND
CULTURE**

Culture Start Manager



SUNDERLAND
MUSEUM & WINTER GARDENS



Northern Gallery for
Contemporary Art

**Arts
Centre
Washington**



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Music, Arts and Culture Trust

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Culture Start Manager

Sunderland Culture is seeking to appoint a project manager to play a key role in the delivery of Culture Start, a new citywide arts and cultural programme for children and young people.

Culture Start is a £1.5million, 3 year programme which seeks to explore how access to arts and cultural opportunities can address some of the long-term impacts of economic deprivation on children and young people in Sunderland.

It will deliver an ambitious high-quality creative programme, co-developed with children, young people and city partners, to increase reach and engagement, build confidence and skills, develop access to cultural opportunities and embed long term change in the policies and practices of the city's cultural organisations.

The project has been developed in partnership with cultural, educational, community and civic partners including:

- Sunderland MAC Trust
- Together for Children
- Children North East
- Gentoo
- InspirED Sunderland – Sunderland Local Cultural Education Partnership
- North East Youth
- All Together Consortium
- Sunderland College
- University of Sunderland

Culture Start will be delivered with investment from Arts Council England, via a £1.2m Place Partnership grant through the National Lottery.

This position is an exciting opportunity to play a pivotal role in the development of this new initiative and build cultural opportunities for children and young people in Sunderland.

For more information, please go to www.sunderlandculture.org.uk/about-us/opportunities

The deadline for applications is 12 noon on Monday 29th January 2024.

Interviews will take place in Sunderland on Wednesday 14th February 2024.





About Sunderland Culture

Sunderland Culture is a pioneering place-based partnership formed in 2016, by University of Sunderland, Sunderland City Council and Sunderland Music, Arts and Culture Trust, to take forward an ambitious cultural vision for the city. We are a Registered Charity and an Arts Council England National Portfolio Organisation.

Our mission is to improve life for everyone in Sunderland through culture. To do so, we are driving five step changes: growing the profile and reputation of the city; a more vibrant creative economy; raised outlook and aspiration of children and young people; improved health and wellbeing; and a more socially cohesive city.

We deliver a single programme through the city's major cultural venues including National Glass Centre, Northern Gallery for Contemporary Art (NGCA), Sunderland Museum & Winter Gardens and Arts Centre Washington and with communities in spaces and places across the city. We work across the

city to ensure the power of great art, culture and creativity is harnessed for the benefit of Sunderland, its residents and visitors and work created here is showcased regionally, nationally, and internationally.

You can find out more about our organisational aims and ambitions including our Theory of Change model and an overview of our recent work in our [Annual Review 2022-23](#).

We strive to be ambitious, collaborative, outward looking and inclusive in everything that we do. Our Equality and Diversity Policy is published on our website. We actively encourage applications from individuals from communities who are less-represented within the cultural sector. We therefore particularly welcome applications from individuals who are looking to develop their career in the cultural sector from Black, Asian and ethnic minority communities, who are disabled or are from other communities which are under-represented.

Job Description

Job Title:

Culture Start Manager

Reports to:

Head of Learning and Participation

Salary:

£35,000 per annum

Working hours:

37.5 hrs hours per week

Terms:

Employed. Permanent.

Location:

National Glass Centre, Sunderland

Main purpose of role:

The Culture Start Manager will play a key role in the development and delivery of Culture Start, a new £1.5million, 3 year programme which seeks to explore how access to arts and cultural opportunities can address some of the long-term impact of economic deprivation on children and young people in Sunderland.

Working closely with the Head of Learning and Participation and the wider Sunderland Culture Learning and Participation team, as well as alongside cultural, educational, civic and community sector partners across Sunderland to ensure the impact of this important programme.

Key Tasks and Responsibilities:

1. To contribute to the successful delivery of Sunderland Culture's mission and vision.
2. Project management of Culture Start, working closely with the Head of Learning and Participation, the Learning and Participation team and key delivery partners.
3. To convene strategic and delivery partners, providing regular reports and updates to ensure a strong and collaborative working relationship across the partnership.
4. Support and line management of Culture Start facilitators, as part of the wider learning team.
5. To develop and commission high quality impactful activities for children and young people across in a range of venues across Sunderland.
6. Develop and maintain strong partnerships with education, youth, and community sector partners, to ensure the activities commissioned are appropriate to the needs and aspirations of young people and their communities.
7. To work closely with our research partner, the University of Sunderland, to support evaluation, data monitoring and reporting on the programme.
8. Work closely with Sunderland Culture's Head of Development to secure match funding and seek continuation, support funder reporting and ensure excellent communication and relationships are maintained with all project funders.
9. Ensure the rigorous financial management of the project, working with our Director of Finance and Administration to agree and monitor project budgets.
10. Work to ensure the activities commissioned are inclusive and representative of the diversity of communities across the city.
11. To act in accordance with Sunderland Culture's policies, including its Health and Safety Policy, Safeguarding Policy and Equality & Diversity Policy.
12. To undertake any training required by Sunderland Culture.

Special circumstances:

Any such matters within the scope of the post as may be specifically delegated by the Head of Learning and Participation and the Chief Executive.

Person Specification

Key competencies	Essential	Desirable	Assessed by
Qualifications and Professional Membership		Educated to degree level or equivalent.	Application
Knowledge and Experience	<p>Min 3 years working at a similar level.</p> <p>Strong project management skills and experience of management and co-ordination of creative learning or community participation programmes within a cultural context.</p> <p>Experience of commissioning and / or contracting cultural and / or learning activities.</p> <p>Proven experience of working in partnership with voluntary sector, community and / or educational partners.</p> <p>Knowledge and understanding of safeguarding and the protection of children and vulnerable adults.</p> <p>Proven budget management skills.</p> <p>Experience of staff management.</p> <p>Excellent IT knowledge and skills.</p> <p>Experience of fundraising and or reporting to funders.</p> <p>Strong understanding of equality, inclusion and diversity, including socio economic diversity.</p> <p>An understanding of delivering programmes that can meet the city's wider net zero targets and outputs changing behaviours in learning practice</p>	Knowledge and understanding of the wider socio-economic context of Sunderland and the North East.	Application & Interview
Personal Qualities	<p>Ability to work to a high standard in demanding situations.</p> <p>Committed to working effectively and supportively in a team.</p> <p>Confident and able to relate well to people, with good communication skills.</p> <p>Highly motivated and able to work in an accountable system and to deadlines.</p>		
Special requirements	Enhanced DBS Check.		

Terms and Conditions

Offered as a permanent contract, subject to 6-month probationary period.

Some evenings and weekends and some flexibility where required.

Requests for flexible working will be considered.

The role is based in National Glass Centre but occasional hotdesking could be required at other Sunderland Culture venues, and some remote working possible.

30 days holiday per year plus 8 public holiday days.

Auto enrolment in NEST pension scheme.

How to apply

To apply please complete the application which is available at

www.sunderlandculture.org.uk/about-us/opportunities

and send it to recruitment@sunderlandculture.org.uk

For an informal conversation please contact naomi.mather@sunderlandculture.org.uk.

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