

Job description

Job Title: Unlock Project Manager

Salary: £36,000 - £40,000 pro-rata, per annum, dependent on experience.

Contract: Open to flexible working, between 0.4 FTE – 0.6FTE. Fixed term contract to 31 March 2025.

Reports to: Chief Executive, Sunderland Culture

Responsible for: Programme budget. No direct reports.

Key relationships: Director of Finance, Head of Performance, Head of Learning and Participation, Head of Development, Head of Marketing & Communications.

Location: Based at National Glass Centre. (Flexible and home working by arrangement).

This post funded by the UK Government through the UK Shared Prosperity Fund.

Deadline for applications is 5pm on Friday 16th February 2024

Job Description

Job Title:	Unlock Programme Manager
Reports to:	Chief Executive
Salary:	£36,000 - £40,000
Working hours:	Open to flexible working, between 0.4 FTE – 0.6FTE
Terms:	Fixed term contract to 31 March 2025
Location:	National Glass Centre
Main purpose of role:	Sunderland Culture’s Unlock Programme Manager will lead the delivery of Unlock, a programme of enterprise support focussed on the creative industries. Funded by UK Government through the UK Shared Prosperity Fund, the programme will support local business growth by enabling creative entrepreneurs to access tailored support and resources to grow their micro/small creative businesses and organisations. The postholder will manage delivery of the programme and enable creative entrepreneurs to access enterprise support and targeted interventions to achieve agreed outputs and outcomes.
Key tasks and responsibilities:	<p>The following is typical of the duties the post holder will be expected to perform. It is not necessary exhaustive and other duties of a similar nature and level may be required from time to time.</p> <ul style="list-style-type: none"> • To lead the Unlock Programme comprising: <ul style="list-style-type: none"> ○ a programme of enterprise support for creative industries in Sunderland, open to all artforms/creative industries sectors ○ targeted interventions to support sector-specific enterprise skills development to build sector capacity and address market gaps. • To deliver a Creative Industry Development Programme offering a mentoring scheme and fundraising support to support skills development and business growth. • To deliver a Creative Research and Development Fellowship programme offering bursaries for research and development activity for creative business growth.

	<ul style="list-style-type: none"> • To work collaboratively with the Head of Performance on the design and delivery of a specialist sector specific interventions focused on performance, music and production supporting artists and technicians. • To commission and contract freelance support and consultants needed to deliver the programme. • To work strategically with the University and other city partners to signpost creatives to wider enterprise support available in the city. • To work with Communications and Development staff to promote the programme and ensure funder acknowledgment. • To act as an advocate for the Unlock Programme, promoting the programme to creatives based or working in Sunderland. • To ensure excellent project management of the Unlock Programme – including thorough and accurate record keeping and budget management. • To work with Finance and Administration team colleagues on the production of reports and information for funders, including quarterly reports and financial claims to the University of Sunderland. • Work within the context of all of Sunderland Culture’s policies. • To ensure Unlock contributes to Sunderland Culture’s ambitions around Equality and Diversity
Special circumstances:	Any such matters within the scope of the post as may be delegated by the line manager

Person Specification

- Extensive knowledge and practice of working in the creative and cultural sector.
- Strong working knowledge of the needs and challenges faced by entrepreneurs and micro/small organisation within creative and cultural sector.
- Good knowledge of the barriers to business growth experienced by the creative sector in Sunderland.
- Existing relevant connections and networks across Sunderland
- Good understanding of the enterprise support offer in Sunderland and wider Tyne & Wear area.
- Experience of promoting and delivering enterprise support /skills development
- Experience of developing and delivering sector support programmes for the creative and cultural sector
- Experience of designing and administering grant or bursary schemes.
- Experience of work with early and mid-career practitioners and micro/small organisations to identify skills development needs and areas for business growth.
- Experience of working on publicly funded programmes.

How to apply

To apply, please send a CV and covering letter (no more than 2 sides of A4) to recruitment@sunderlandculture.org.uk setting out how you meet the requirements of the person specification.

Deadline for applications is 5pm on Friday 16th February 2024