Updated 11.03.20

Dear applicant

Programme Director (maternity leave) application pack

Thank you for requesting the application pack for the post of Programme Director (maternity leave).

This pack contains the following:

* Job description
* Terms and conditions
* Person specification
* Application process
* Personal details cover sheet
* Equal opportunities monitoring form

**Closing date for the receipt of completed applications is Monday 23 March 2020 at 9:00am.**

Please send your CV and cover letter to recruitment@magicme.co.uk.

In order to ensure the shortlisting process is anonymous and fair, please do not include your name on your CV or covering letter; instead, please include this information in the personal details cover sheet. Please also complete the applicant monitoring form.

Please note that we will not accept applications received after the deadline. Interviews will be held on Friday 27 March 2020.

If you would like to discuss this role further before you make an application, please contact Susan Langford at the Magic Me office on 0203 222 6064.

Good luck with your application and thank you for your interest in Magic Me.

**A: Who we are…**

Since its founding in 1989, Magic Me has pioneered intergenerational arts practice. Our story for the past 30 years has been one of innovation and constant evolution in the field of intergenerational practice, in direct response to the specific needs of the culturally diverse communities we serve across London. At the same time our award-winning approach and published research have earned us recognition across the country and internationally.

Magic Me’s mission is to bring together younger and older people in our community for mutual benefit, learning and enjoyment. We do this primarily through high-quality arts projects, where people of different generations learn together and from one another.

Magic Me arts projects challenge young and older people to stretch themselves and what they think they can do and be. Working with highly skilled and experienced artists, they learn new skills, share their ideas and feelings, and become comfortable collaborating with people who are different in age, ethnicity or life experience.

All our activities are run in partnership with other organisations, large and small; we have run hundreds of projects with thousands of people in schools, care homes, galleries, museums, open spaces and community centres. We are a learning organisation - time for participants to reflect on their progress and CPD for artists are both integral to our approach

**B: About the Role**

This role comes at an important time of change for Magic Me. Over 3 years, we have tested new and established models of intergenerational arts projects that bring together children, young people, or younger adults with local older people in their community, through partnerships with care homes, community centres, housing associations and arts organisations. We have tested and developed the reach of this work through partnerships and projects in our home borough of Tower Hamlets as well as new communities, taking innovative intergenerational projects and expertise across London, and in to Essex.

Our Programme Director is going on maternity leave in May 2020 and we are recruiting to cover this key senior role while she is away. We are looking for a skilled leader with a strong track record of managing exciting arts projects.

Key priorities for the role include:

* Plan and set the scope of programme delivery for Years 2 and 3 of the strategic plan, developing partnerships in identified geographical areas, identifying funding streams and operational needs to deliver them. Feed in to wider strategic planning of the organisation with these plans.
* Review and further develop Magic Me’s two projects working with Primary Schools; [Arts & Ages](https://magicme.co.uk/project/about-arts-ages/) and [Quality Street](https://magicme.co.uk/project/quality-street/). Working with partners, Magic Me staff and artists, you will review and evaluate these projects to establish future innovative models that respond to learning and need.
* Work closely with Magic Me staff and an external evaluator to bring the [Cocktails In Care Homes](https://magicme.co.uk/project/cocktails-in-care-homes/) to a close, ensuring learning from the past 10 years is captured and fed in to future plans.
* Act as Senior Project Manager for the [Artists’ Residencies in Care Homes](https://magicme.co.uk/project/artists-residencies-in-care-homes-essex/) project. You will work closely with four leading arts partners (curious directive, Gecko, Fevered Sleep and New Adventures) and care partner Excelcare to broker relationships, share Magic Me’s expertise of innovative care home practice, and ensure four forward-looking residencies are delivered across Essex. You will work closely with academic partners Anglia Ruskin University to capture the learning from the residencies and plan for future dissemination.
* Develop Magic Me’s well-established [Women’s Project](https://magicme.co.uk/project-category/womens-projects/) that brings groups of older and younger women together to create public performances/installations that challenge perceptions of age and gender. Working closely with Magic Me staff and artists, you will focus primarily on how this work can reach wider public audiences in the future, through creating a modular artistic package that can be programmed by venues, festivals and organisations.
* Work closely with Magic Me’s Director/Founder Susan Langford, to position Magic Me for an Arts Council NPO funding bid in Winter 2020/21.
* Oversee the development and implementation of evaluation and impact methodologies of current and future projects, ensuring Magic Me has robust approaches for the future.
* Review Magic Me’s support and training for Associate and Guest Artists feeding findings into future plans and funding bids.

**JOB TITLE:** Programme Director (Maternity Cover)

**JOB PURPOSE:** To lead the strategic planning, development, and evaluation of Magic Me’s programme in East London and Essex. This role works closely with Magic Me’s Director/Founder Susan Langford.

**MAIN AREAS OF RESPONSIBILITY**

**Leadership**

* Act as a key member of the Senior Management team, feeding into operational and strategic plans alongside the Director and General Manager.
* Lead and develop Magic Me’s programme of high-quality intergenerational arts projects in line with the 3 year strategy, vision and mission.
* Oversee delivery plans for Magic Me’s programme of high quality intergenerational arts projects, leading the project team to ensure plans are delivered on time and meet overall aims.
* Lead and line-manage a small team of project managers and coordinators to deliver Magic Me’s programme.
* Undertake networking, research and outreach to identify potential partners and participants, identifying their needs and agendas, developing appropriate project ideas and the resources needed to make these projects happen
* Seek and establish new working partnerships across a range of sectors that advance future plans for Magic Me’s programme.
* Work with the Director and Project Manager to support Magic Me’s group of Associate and Guest Artists, building an infrastructure of training and support that ensures the intergenerational arts practice is continually developed.
* Oversee the evaluation of key Magic Me projects, developing frameworks that can be embedded in to project delivery and managed by project staff.
* Manage external evaluation and research partners and their plans, ensuring their work is embedded in to project delivery, stays on brief and is delivered on time.
* Deputise for the Director where necessary.

**Financial management, income generation and reporting**

* Write or contribute to compelling bids to funders, partners and supporters across the private, public and voluntary sectors, and foster good relationships with them as work develops.
* Create practical operational budgets for proposed new projects, which give good value for money and contribute to Magic Me’s organisational stability.
* Oversee programme expenditure to ensure the delivery of projects within agreed budget.
* Oversee larger strategic project budgets’ income and expenditure, providing value for money, feeding spends and future forecasts into wider organisational budgets.
* Produce appropriate written and financial reports to identified funders.

**Programme delivery and operations**

* Act as Senior Project Manager or Producer on key strategic partnerships and projects, working closely with arts partners and artists to oversee the smooth running, development and evaluation as needed.
* Be the lead person for programme operations: ensuring that all aspects of the programme are planned and run in ways which maintain the safety and wellbeing of all involved, including the development and implementation of relevant policies and procedures.
* Lead the evaluation of Magic Me projects: lead the design and use of practical and appropriate methods to measure the impact of Magic Me activities for individuals, organisations and communities, including the collection of impact data required by our funders and partners.
* Promote Magic Me, its expertise and programmes to a range of audiences to raise our profile, gather support and develop partnerships.
* Lead on Magic Me’s new traineeship programme Artworks: connect with local charities, organisations and employment services to identify Tower Hamlets residents from underrepresented groups to join the Magic Me staff team for paid placements and mentoring. Be the main contact to the funder London Borough of Tower Hamlets, reporting on the project progress at regular intervals.

**Developing practice and expertise**

* Design and manage a programme of Continuing Professional Development for Magic Me freelance artists and staff, identifying training needs, sourcing specialist and in-house trainers, and documenting impact.
* Ensure all learning and evaluation is fed back in to present and future programme design, and impact is communicated externally where appropriate.
* Respond to enquiries about Magic Me’s expertise, developing appropriate responses including delivering training or coaching on intergenerational practice and relevant subjects, both in-house and externally for fee-paying clients.

**Policy and Procedures**

* Serve as Deputy Named Person, in the absence of the Director, in relation to the Safeguarding of children and vulnerable adults.

**In common with all staff**

* To work closely with other Magic Me staff, trustees, artists and volunteers to provide an efficient, appropriate and high quality service to our participants.
* To work in accordance with Magic Me Policies and Practices including: Health & Safety, Safeguarding Children and Vulnerable Adults, Equality & Diversity.
* To undertake, from time to time, other tasks which may be reasonably required of you.

**TERMS AND CONDITIONS**

**Location:** Based at the Magic Me office in Bethnal Green, E2. Frequent travel locally and around London will be part of the role and travel costs incurred on behalf of Magic Me will be covered, but not travel to and from home.

**Dates:** This contract will commence on 27 April 2020 and end on 5 February 2021.

**Hours:** This is a 9 month freelance role to cover maternity leave. It is a part-time role, working 3 or 4 days per week.

Working hours at Magic Me are flexible between 8.30am to 6.30pm, Monday to Friday, with one hour per day for lunch. This role will occasionally involve some evening and weekend work, worked within the contracted time, not as overtime.

**Fee:** £185 per day (updated 11.03.20)

**Reporting to**: This post will report to Susan Langford, Director of Magic Me

**Notice:** 3 months

**DBS requirement:** The post-holder will work regularly with children and vulnerable adults; therefore appointment to this post is subject to an up-to-date, satisfactory, enhanced DBS check with a check against the barred lists for children and adults.

**Employment requirement:** The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this.

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| **PERSON SPECIFICATION** | | |
| **Qualifications** | | |
| Relevant Degree or professional qualification |  | Desirable |
| Good general educational standard | Essential |  |
| **Proven Experience of:** | | |
| Managing and leading participatory arts projects, across a range of art forms and in partnership with education, health or other professionals in non-arts sectors | Essential |  |
| Line management with the ability to support and motivate staff | Essential |  |
| Commissioning, managing and supporting a team of freelance artists to design and lead participatory arts projects | Essential |  |
| Designing exciting, interesting, and appropriate creative projects | Essential |  |
| Long-term project development, planning and delivery | Essential |  |
| Ability to think and plan strategically; set and meet targets. | Essential |  |
| Experience of intergenerational work |  | Desirable |
| Experience of working within diverse, multi-faith communities | Essential |  |
| An understanding of good practice in relation to people living with dementia |  | Desirable |
| **Proven Skills and knowledge** | | |
| Ability to work in a leadership role within a small organisation. | Essential |  |
| Skilled in working with groups | Essential |  |
| An understanding of Intergenerational arts | Essential |  |
| Up to date specialist knowledge of at least one art form | Essential |  |
| Up to date understanding of current trends and issues in relevant fields including education, arts, care of older people, community development etc. | Essential |  |
| Excellent communication skills, both verbal and written and IT skills | Essential |  |
| Ability to create, monitor and manage project budgets and achieve value for money | Essential |  |
| **Personal qualities** | | |
| Ability to reflect on own work and learn from experience | Essential |  |
| Commitment to equality of opportunity | Essential |  |
| Commitment to high quality arts practice | Essential |  |

**HOW TO APPLY:**

Please send a CV and covering letter, letting us know why you would like to work with us in this role and the skills and experience you would bring to the position. Please also let us know if you are able to work 3 or 4 days a week.

In order to ensure the shortlisting process is anonymous and fair, please do not include your name on your CV or covering letter; instead, please include this information in the personal details cover sheet and submit it together with your CV and letter. Please also complete the applicant monitoring form.

**Deadline for applications:** Send your completed documents to recruitment@magicme.co.uk by 9am on Monday 23 March. We will not be able to consider applications received after this deadline. Interviews will be held on Friday 27 March 2020.

Further information: If you would like to discuss this role further before you make an application, please contact Susan Langford at the Magic Me office on 0203 222 6064.

We welcome and encourage applications from people from all backgrounds. We particularly welcome applications from disabled candidates and people of colour, as staff from these groups are currently under represented within our team.

**Personal details cover sheet**

In order for the shortlisting process for jobs to be anonymous and fair, your personal details will be kept separate from your application form. So please do not add your name or contact details to your application form.

**Please complete the details below, save this document with your name as part of the file name e.g. PersonaldetailsMayaAngelou.docx**

ROLE APPLIED FOR:

SURNAME:

FIRST NAME:

ADDRESS:

POSTCODE:

EMAIL ADDRESS:

PHONE NO (EVE):

PHONE NO (DAY):

**REMEMBER please DO NOT put your name or contact details on your Application Form***.* Your name in the file name is sufficient identification.

**Equal Opportunities cover sheet**

Magic Me is an equal opportunities organisation. The aim of our equal opportunities policy is to ensure that no participant, job applicant or employee is discriminated against on the grounds of gender, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, age, trade union activity, disability or religious belief.

**Please complete the details below to help us monitor the effectiveness of our equal opportunities policy. Completion is voluntary and not doing so will in no way prejudice your application.**

**AGE**

Date of birth:

**GENDER**

Please mark one with an X: Male Female Transgender

**DISABILITY**

Do you describe yourself as a disabled person?

Are you a registered disabled person?

**ETHNICITY**

Please mark one with an X:

*Asian/British Asian Black/African/Caribbean/Black British*

Bangladeshi Caribbean

Chinese African

Indian Other (please give details)

Pakistani

Other Asian

*Mixed/Multiple Ethnicity White*

White and black Caribbean English

White and black African Welsh

White and Asian Scottish

Welsh

*Other*  N.Irish

Arab Irish

Other (please give details) Gypsy/Irish Traveller

Rather not say Other (please give details)

**SEXUAL ORIENTATION**

Please mark one with an X:

Bisexual Gay

Heterosexual Other

Rather not say

Where did you find out about this vacancy?

**PLEASE ATTACH YOUR COMPLETED FORM TO YOUR APPLICATION EMAIL.**

**NB THIS FORM WILL BE DETACHED FROM YOUR APPLICATION ON RECEIPT AND WILL NOT BE USED IN THE SELECTION PROCESS.**