

Creative Colchester programme manager – application pack

Creative Colchester is the partnership for the cultural, creative and digital industries across the City of Colchester area. It brings together National Portfolio Organisations, education providers, non-profits, businesses and freelance practitioners from across the sector to grow and strengthen the contribution that the sector makes to Colchester's communities. For more information visit www.creativecolchester.org.uk.

Creative Colchester has recently developed from an unincorporated body into a Community Interest Company (CIC) and has been granted funding from the Shared Prosperity Fund (SPF) to fund its organisational development and a range of sector support activity, over 2023-5. This is an exciting moment for the cultural, creative and digital sector in Colchester, with the opportunity to achieve a real step change in the growth, resilience and contribution that the sector makes locally and beyond.

1. Role overview

We are now seeking to appoint a freelance programme manager to deliver the Creative Colchester programme over the next two years. This will be a fixed term freelance contract where the appointed person will be fully responsible for all their own tax including any National Insurance contributions.

The fee for providing the services required will be £2,000-£2,500 per month (depending on skills/experience) for a 24 month contract (1 April 2023-31 March 2025) with a required commitment of 12 days per month. The expectation is that the role can be delivered largely through working from home, and with flexibility, but attendance at in person events in and around Colchester and Essex will be required, including evening and weekend events. Full terms and conditions of contract will be made available to shortlisted applicants.

2. Scope of services

SPF programme delivery:

- Deliver SPF funded programmes working from March 2023-April 2025 (see below)
- Develop, deliver and monitor detailed programme plan and budget for each funding stream/activity strand
- Develop and maintain relationships with delivery partners as required
- Ensure compliance with terms and conditions of funding, and prepare funder reports/updates as required
- Work with board to develop evaluation plan; monitor and evaluate outcomes and outputs against agreed measurables
- Deliver within overall grant funding limits including capital / revenue splits
- Report monthly to SPF board subcommittee
- Day to day management/liason to be with Creative Colchester chair, with board subcommittee members available for support and advice as required.

Administration and organisational development:

- Administer CC board meetings (agendas, minutes, chasing actions)
- Complete CIC setup including appointing accountant, drawing up required policies (Health & Safety, Equality and Diversity, Environmental and others as required to access grant funding)
- Prepare annual report and accounts in liaison with accountant and chair
- Support CC chair and board to research and model options for a sustainable financial model, and develop a 3 year organisational plan for 2024-7.
- Deliver Year 1 of new model (2024-5) including implementing staffing structure, internal and external resources, etc
- Day to day management/liasion to be with Creative Colchester chair, with board subcommittee available for support and advice as required.

Marketing, communications and advocacy:

- Manage, and build engagement with, Creative Colchester website and social media feeds, securing content from contributors, updating and posting as required
- Work with board members to develop new marketing strategy, identifying key aims and objectives
- Maintain, update and grow network membership and develop effective email comms campaigns, build strong relationships with the wider network.
- Draft and issue press releases at key milestones
- Build strong working relationships with key local/regional stakeholders (including ECC and CCC, Our Colchester BID, Local Cultural Education Partnership, other local networks)
- Represent Creative Colchester at events, stakeholder forums and consultations
- Day to day management/liasion for communications to be with CC board comms lead; for advocacy to be Creative Colchester chair.

3. Who and what we are looking for

You will be:

- A confident and proactive self-starter, able to deliver projects under own initiative
- Able to take initiative and use judgement to ensure projects run to time and programme despite changing circumstances
- Able to work effectively with senior leaders and stakeholders locally, regionally and nationally, with excellent interpersonal and communication skills
- A strong collaborator, able to establish and nurture effective partnerships
- Rigorous and dependable with excellent attention to detail

You will have:

- At least 4 years experience of working in the cultural, creative and/digital sector as a practitioner/professional
- Organisational and administrative experience (running own business or organisation, or project management role)
- Proven and excellent project management skills
- Research, evaluation and reporting skills and experience
- Good numeracy and experience of managing budgets and cashflow
- Some experience of developing and managing marketing campaigns, including social media activity
- Good knowledge of the stakeholder and local government landscape in Colchester and Essex
- Understanding of funding models and income generation options
- Experience writing successful funding applications to public sector and non-public sector funders.

4. Application process

To apply, please submit a summary of your skills and experience, outlining how these are relevant to the scope of this contract, along with an up to date CV (max 2 pages) and details of two referees who have worked with you within the last 5 years. If providing referees causes difficulty, please provide an explanation. All applications should be submitted as a PDF to hello@creativecolchester.org.uk.

Closing date for applications is 6 March 2023. In person interviews will be held in w/c 13th March 2023. If you would be unable to attend an interview during that week, please indicate this when you apply.

If you would like an informal conversation about the role, please write to the email address above, and one of the board members will be in touch.

5. Shared Prosperity Fund workstreams – summary

First Thursdays / Culture Crawl (title TBC)

Coordinating and marketing a monthly evening of activity that animates the public realm and encourages new audiences to participate in creative activity in the town centre – putting Colchester on the map and increasing pride in place. The role of Creative Colchester in this workstream is marketing, coordination and promotion only, not commissioning or programming directly.

A further funding application (not yet confirmed) will, if successful, fund further events and programming in collaboration with the Our Colchester BID. Should this occur, the fee and resource required to deliver will be additional to the scope within this contract. We would be open to discussing with the programme manager the potential for them to undertake this additional work, but there is no automatic expectation that this would be the case.

Creative Colchester Business Support

Delivering business support for the sector through resources, training, networking and peer-to-peer learning, along with resources and training to encourage more, and better, commissioning of creative and digital services from local business, by clients in the borough and the wider area.

Creative Careers in Colchester

Broadening access to career pathways for young people in secondary and further education, through raising awareness of the range of career opportunities in the creative and digital sector; matching young people with work placement hosts within the sector at post-GCSE and beyond; and providing mentoring for local young people applying to HE courses and post graduation to build their confidence, networks and skills, raising aspirations and enabling them to pursue successful careers in the sector. The primary funding for this workstream is in 2024-5 but we are keen to start some pilot/test work in this area in 2023-4.

Organisational development

Managing Creative Colchester's transition over the three years of funding, to a self-sustaining business model attracting funding and generating income from a wide range of sources. This may include writing funding bids to a range of local and national funders, including government funding streams, non-departmental public bodies, local authorities and trusts and foundations.