

Creative Colchester programme manager 2024-5 – 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 is 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.

1. Role overview

We are seeking to appoint a freelance programme manager to deliver the Creative Colchester programme from 2024-2025, taking over from Anna Pool, the current freelance programme manager. 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 per month for an approximately 14 month contract with an approximate commitment of 12 days per month. The anticipated contract start date is mid to end March 2024 and an exact date can be agreed to suit the successful applicant. A handover period with the current programme manager is anticipated for the first 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 are attached.

The role is line managed by the Chair of the Creative Colchester board and will work closely with board and steering group members.

2. Scope of services

SPF programme delivery:

- Complete the delivery of SPF funded programmes up to end March 2025 (see

Creative Colchester is the partnership supporting the development of the creative and cultural sector in and around Colchester.

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- SPF programme details at the end of this document)
- Monitor and deliver against the programme plan and budget for each funding stream/activity strand including capital / revenue splits
- Develop and maintain relationships with delivery partners
- Ensure compliance with terms and conditions of funding, and prepare funder reports/updates as required
- Monitor and evaluate outcomes and outputs following the evaluation plan that has been put in place
- Report to, and manage input from, steering groups for each SPF programme strand

Administration and organisational development:

- Administer and attend quarterly CC board meetings (agendas, minutes, chasing actions)
- Ensure annual report and accounts, and company reporting, are submitted in liaison with accountant and chair
- Support CC chair and board to develop a 3 year organisational plan and budget for 2025-8. Initial research has already been undertaken.
- Write funding applications as required to a range of funders including Arts Council England, Essex County Council Arts and Culture Fund, trusts and foundations and others.

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 to advertise events, opportunities and share relevant partner content.
- Send regular newsletters to our network via Mailchimp
- Maintain, update and grow network membership as measured by email subscribers and event attendees
- Draft and issue press releases at relevant milestones
- Maintain active 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

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
- Thorough and dependable, with excellent attention to detail and effective time management
- Happy to get stuck in to all aspects of programme delivery, from social media posts and newsletters to evaluation, strategic reporting and organisational planning.

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)
- Experience working with a wide range of stakeholders and a trustee board or similar.
- Excellent written and verbal communication skills, able to produce high quality board reports, evaluation reports, funding applications, press and social media content and similar, for a wide range of audiences.
- Good research and evaluation skills
- Good numeracy and experience of managing budgets and cashflow
- 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 and can be contacted. All applications should be submitted as a PDF to chair@creativecolchester.org.uk.

Closing date for applications is 9am, 19 February 2024. In person interviews in central Colchester will be held in w/c 26th February 2024. If you would be unable to attend an interview during that week, please indicate this when you apply, and an online interview may be possible.

If you would like an informal conversation about the role, please write to chair@creativecolchester.org.uk.

5. Shared Prosperity Fund workstreams – summary

First Thursdays

A monthly mini-festival that animates the public realm and encourages new audiences to participate in creative activity in the city centre – putting Colchester on the map and increasing pride in place. First Thursdays has a dedicated producer and the programme manager is expected to support them with marketing, budget monitoring and other tasks - approximately 1 day a week.

Creative Colchester Business Support

Delivering business support for the sector through resources, training, networking and peer-to-peer learning, including workshops, insight nights, monthly informal networking events and other programme elements. The programme for 2024-25 is already well developed with events arranged and booked for up to June 2024. The programme manager is expected to deliver the events already booked and to plan and deliver the rest of the programme up to the end of March 2025.

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. Initial research has been undertaken and a model for an in-school careers day is being developed in partnership with selected secondary schools. The programme manager is expected to deliver this programme based on the initial work undertaken to date.

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. Initial research is under way and the programme manager will be expected to support the chair and board with this through additional research, business modelling and funding bids to a range of local and national funders, which may include local government, non-departmental public bodies, local authorities and trusts and foundations.