

## Job Description

<b>Job title:</b> Manager - ChalleNGe Nottingham	<b>Job No:</b> D2492
<b>Organisation Unit:</b> NTU City Campus, Nottingham	<b>Date compiled:</b> 8 November 2018
<b>Grade:</b> H	<b>Hours per week:</b> 18.5 <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> 3 years to 31/12/2021	
<b>Immediate line manager:</b> PVC Culture	
<b>Designation and grade of any staff supervised by the job holder:</b> Part time Administrator plus interns and placement students (to be recruited)	
<p><b>Background information:</b> The Arts Council's Cultural Education Challenge challenged 'all cultural learning stakeholders to find new ways to partner one another to ensure that every child and young person has access to arts and culture.' They aim for a world where every child and young person has the opportunity to experience the richness of the arts, museums and libraries. Where local partnerships galvanise and facilitate Music Hubs, Museums and arts organisations to co-author and co-ordinate high-quality cultural experiences for children and young people in and out of school.</p> <p>Nottingham responded and in summer 2017 ChalleNGe was formed and in 2018 the city launched its new Cultural Framework in which education is a key strand. The Framework underpinned the ambition integral to the city's European Capital of Culture bid in which cultural democracy was the driver.</p> <p>This thinking and ambition is reflected in how we propose to take ChalleNGe forward and is integral to the new ChalleNGe Strategic Plan 2019-2021 which was arrived at following extensive consultation with cultural organisations, agencies, teachers and individuals. It also reflects findings from Nottingham Youth Trends published by Nonesuch in 2018.</p> <p>A copy of the ChalleNGe Strategy will accompany the application pack.</p>	
<p><b>Role Purpose:</b> The Manager of ChalleNGe will drive the strategic development of ChalleNGe 2019-2021; cultivating exemplar collaborations across the cultural learning sector; promoting ChalleNGe to new audiences, participants and partners; and ensuring the sustainability of high quality cultural education experiences beyond 2021.</p> <p>Working closely with partner universities, s/he will establish evaluation procedures and measure progress against agreed targets, putting in place key metrics where required.</p> <p>S/he will provide regular strategic planning and financial reports, making recommendations for consideration of the Steering Group.</p> <p>S/he will lead the development and dissemination of a cohesive communications strategy, and be an advocate for ChalleNGe at all times</p>	
<b>Main duties and responsibilities:</b>	
<b>PROGRAMME DEVELOPMENT</b>	
<b>Drive ChalleNGe's goal to reach more and different young people:</b>	

- support Nottingham's Cultural Partners to determine who their more and different children and young people are
- galvanise greater complementarity and collaborative working across the partnership to reach more diverse audiences
- implement a robust evaluation plan to measure quality and reach working in partnership with universities

**Lead development of a cohesive communications strategy to improve access to cultural opportunities and activities for children and young people:**

- create new and nurture existing relationships between teachers and cultural providers
- increase awareness of and support for Nottingham Young Creatives Awards
- increase engagement with Artsmark and Arts Award
- champion awareness of the city's total cultural offer
- champion engagement of children and young people in developing cultural plans and activity

**Lead development of a community of practice which builds capacity in the cultural learning sector:**

- establish a learning and evaluation fund for research which increases knowledge and capability
- identify and share best practice from the wider sector (regional, national and international)

**Establish a resilient, sustainable cultural education partnership in Nottingham:**

- initiate and lead the establishment of an Operations Committee with diverse representation from across the city
- identify new partnerships and potential sources of funding to continue ChalleNGe's work
- cultivate an ambassadorial spirit for ChalleNGe amongst all those engaged with ChalleNGe and seek out opportunities to platform and promote ChalleNGe's work

**STAFF**

Recruit, manage, support and develop an Administrator and support and manage interns and placement students.

**FINANCE and FUNDRAISING**

Develop detailed annual budget for approval by Steering Group

Liaise closely with University Finance Department to ensure timely preparation of management reports for Steering Group and funding partners

Identify and apply for external private and public funding to enable delivery of ChalleNGe's strategic goals and ensure long term sustainability

**OTHER**

Act in the best interests of ChalleNGe at all times

Abide by all University policies in relation to the contract of employment including Equality & Diversity, IT, GDPR, Health & Safety etc

Maintain confidentiality in all issues relating to Nottingham Trent University

Any other duties as may be commensurate with the role

May be required to work during evenings and at weekends.

**Special requirements:**

All staff are expected to comply with the University's Health and Safety and Equality policies in the performance of their duties.

**N.B.** The job holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the job as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

<http://www.ntu.ac.uk/humanresources/>

## Person Specification

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<b>Attributes</b>	<b>Essential *</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Substantial knowledge of cultural education sector</li> <li>Knowledge of modern software packages including Microsoft office, with extensive knowledge of using email and internet for communication</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HE Sector</li> <li>Knowledge of funding in the university and not for profit sectors</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Demonstrable project management and change management skills</li> <li>Strong interpersonal skills including motivational negotiating, influencing and relationship building</li> <li>Proven analytical and problem-solving capability</li> <li>Demonstrable planning and organisation skills</li> <li>Proven communication (oral and written) and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Event management skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience in the cultural education sector</li> <li>Substantial experience of project and change management</li> <li>Demonstrable experience of devising, managing and controlling budgets</li> <li>Demonstrable experience of reporting against targets for funders and boards</li> <li>Ability to work on own initiative to meet deadlines</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level education</li> </ul>	

Competencies	COMPETENCY – Essential	LEVEL	COMPETENCY - Desirable	LEVEL
	<ul style="list-style-type: none"> <li>Organisation and delivery - Plans time, taking account of organisational priorities and other colleagues' work roles to achieve results</li> </ul>	2	<ul style="list-style-type: none"> <li>Creativity and innovation – seeks out, reviews and implements new ways of working to improve delivery of service</li> </ul>	2
	<ul style="list-style-type: none"> <li>Team Working - Lead aspects of team work, seeking and implementing improvements to outputs and developing and challenging colleagues</li> </ul>	3		
	<ul style="list-style-type: none"> <li>Communicating and influencing - Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</li> </ul>	3		
	<ul style="list-style-type: none"> <li>Making informed decisions - Uses analysis, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.</li> </ul>	2		
	<ul style="list-style-type: none"> <li>Leading and coaching - Builds a productive partnership and team. Develops colleagues to improve skills and to deliver better results.</li> </ul>	2		

**\* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK**