

Havering Changing

Thank you so much for expressing an interest in the role of Project Director for Havering Changing and the Havering Changing Consortium would be delighted and excited to receive an application from you – thanks in advance for the work involved in putting one together.

In August 2019, Havering Changing was thrilled to be one of only twelve new places in the country successful in its application to join Arts Council England's Creative People and Places programme, for a four year period starting in November 2019.

Here's a bit more detail about the project.

About Havering

Creative People and Places couldn't have come at a better time for Havering. Having been identified as the borough with the 4th lowest level of public arts engagement in London, placing Havering firmly into the bottom 33% of places nationally, Havering finds itself with a real challenge.

Havering is changing – in many ways. It's the 11th fastest changing borough in the country and as London's third biggest borough, had the highest percentage increase in ethnic minority population in any London borough between the 2001 and 2011 censuses, with the percentage of ethnic minority population having more than doubled. Whilst Havering has an aging population older than London as a whole, the younger population is also rapidly growing.

Place centred arts and culture has a vital role to play in contributing to the dynamics of change, putting communities at the heart of determining what local cultural provision should look like as that change occurs. There's a genuine and fresh passion across the voluntary sector to find new ways of engaging with the least engaged. This programme focuses on the parts of the borough where the low level of arts engagement is most pronounced and the ideas to date have been generated from conversations and consultation with local people and organisations.

About the Programme

Havering Changing is a new consortium of eight organisations, led by Queen's Theatre Hornchurch, working with Clarion Futures (the charitable foundation of Clarion Housing Group), Havering Colleges, Havering Interfaith Forum, Havering Volunteer Centre, Havering Youth Services and myplace, Rainham Association for Village Events (R.A.V.E.), and The Mercury Shopping Centre.

Havering Changing will trial radical new ideas that engage local people in arts and culture in a variety of new ways, focusing on communities in Harold Hill, Romford, Rainham and Orchard Village. The consortium will collaborate closely to support local decision makers, learning and evaluating as the project develops. The programme aims to engage 36,000 more people as regular cultural engagers or participants across 4 years. Current ideas include 'On Your Doorstep', where local people will make decisions about new activity that takes place in trusted places as part of people's everyday lives; 'In the Know', where local volunteers will help connect new people to existing cultural infrastructure and assets; 'Communities Celebrating', where arts and culture will help to celebrate and understand difference in transformational and engaging ways.

About Arts Council England Creative People and Places

Havering Changing will deliver this £1,350,000 programme over the next four years, principally funded through Arts Council England's Creative People and Places Fund which focuses investment in parts of the country where people's involvement in arts and culture is in the bottom third of engagement according to the Active Lives Survey.

Arts Council England's vision for this programme is to support the public in shaping local arts and cultural provision and, in doing so, to increase attendance and participation in excellent art and culture. Its investment in Creative People and Places will encourage long term collaborations between local communities, arts organisations, museums, libraries, amateur groups, the voluntary sector and others. It aims to support new and different approaches to developing cultural programmes that deliver excellent experiences, genuinely engage people in shaping provision and involve a variety of partners. Arts Council England invests in consortia in eligible places to develop a programme over 4 years. Creative People and Places is an Action Research Project and requires all funded projects to actively take part in gathering and submitting data about the audiences they are reaching.

The role of Project Director

The programme, running through until at least late 2023, is seeking to engage an ambitious Project Director, passionate about working with communities and supporting local people to make change, taking day to day collaborative responsibility for the project.

The Project Director will be employed by, and work from, Queen's Theatre Hornchurch, as lead applicant for the consortium, although most of their time will be spent out and about in the 4 communities where the programme is focused.

Job description

Responsible to: Executive Director, Queen's Theatre Hornchurch, but working closely with and under the direction of the Havering Changing Consortium

Responsible for: 3 permanently employed part time Area Workers at the heart of the delivery team, plus artists/freelancers/contractors working on the project at different stages across the four years

Salary: Circa £45,000 full time, and subject to confirmation of Creative People and Places funding, employment is fixed term through until 31 October 2023

Notice period: 3 months after successful completion of a 6 month probationary period (1 month notice during the first 6 months)

Purpose of post: To take day to day collaborative responsibility for the development and direct delivery of the Havering Changing project, facilitating the consortium, managing the relationship with Arts Council England and other stakeholders and taking principal responsibility for fundraising, budget control and evaluation

Responsibilities:

Facilitating the programme

- Facilitate and organise a strong creative offer for Havering Changing, including empowering community decision making, across the agreed programme strands

Business planning and supporting governance

- Develop, implement, review and refresh the Havering Changing Business Plan in close collaboration with the Havering Changing consortium
- Facilitate the Havering Changing consortium, including ensuring effective communications and transparency, and planning meetings/providing reporting as required
- Ensure community empowerment is powerfully delivered, including through the effective use of strong and robust area steering groups
- Represent Havering Changing as a member of the lead applicant, Queen's Theatre Hornchurch's, senior management team, reporting to the lead applicant's board of management on such matters as required

Funding, Fundraising and Finances

- Build strategic partnerships with a wide range of stakeholders across the community, cultural, charitable, public and private sectors to secure strategic and financial support for the Havering Changing programme
- Lead on raising partnership support from earned income, businesses, trusts and foundations and other public sources
- Lead on the day to day relationship with Arts Council England, ensuring the programme meets the delivery and reporting conditions required in an accurate and timely manner
- Take day to day responsibility for the monitoring and updating of the Havering Changing finances, including the preparation of annual refreshed budgets and creation of monthly management accounts, in close collaboration with the Havering Changing consortium
- Take day to day responsibility for ensuring all programme activity complies with current legislation including those relating to Health and Safety, Equality, Safeguarding, GDPR and insurances, within the organisational framework of and supported by Queen's Theatre Hornchurch

Leading the team

- Recruit, performance manage and support the development of Area workers

Spearheading marketing and audience development

- Lead on marketing and audience development for the programme, supporting an Area Worker with delegated responsibility for this

Evaluating and networking

- Develop and oversee the effective delivery of the Havering Changing evaluation framework, including ensuring the effective audience data capture
- Play an active role within the Creative People and Places national evaluation network, including the peer learning network, submitting case studies and representing the programme at conferences and events as required
- Represent and advocate for the project externally through speaking engagements and participation in local and national forums

Any other duties that may be reasonably expected for the effective performance of the job

Person specification

- Experience of managing large, complex projects in an arts/cultural setting
- A strong understanding and knowledge of the Creative People and Places programme and how it works in practice
- The ability to take an open and collaborative leadership approach, enabling community decision making by sharing power
- Proven ability to build relationships and networks based on deep listening, trust and collaboration
- The ability to be a passionate advocate for Havering and Havering Changing
- An aptitude for building and managing a team with a wide range of voices, from a wide range of backgrounds
- First-hand experience of managing volunteers
- Demonstrable track record of raising funds and generating income from a variety of sources
- A good understanding of audience development and marketing strategies
- Experience of planning and managing budgets
- Demonstrable track record of monitoring and evaluating projects - including effective data collection, analysis and reporting
- Proven commitment to equality of opportunity and understanding of Arts Council England's Creative Case for Diversity
- Ability to adapt to local needs, including the changing demographics of the borough
- Ability to travel and work outside of normal hours when required

Applying for the post

If you would like an informal conversation with Mathew Russell, Executive Director, Queen's Theatre Hornchurch, to find out more about the position, in advance of or whilst you're considering making an application, please contact Holly Holdsworth (hollyh@queens-theatre.co.uk) to arrange this.

Applications are submitted by application form only – please visit www.queens-theatre.co.uk/about/careers/ to download a copy

Closing date for applications: Thursday 13 February 2020, 9am

You will be contacted on Friday 14 February 2020 if you have been shortlisted for interview and contacted by email the following week if you haven't been shortlisted.

First interviews will be held on Tuesday 18 February in Havering. Please hold this date if applying. The first interview will consist of a small panel representing the consortium and Arts Council England. There will be no specific preparation required, but the interview will include a short written task.

Candidates selected for second interview will be contacted by the end of the day on Wednesday 19 February. You will be asked to prepare a presentation for the second interview.

Second interviews will take place on Tuesday 25 February in Havering.

Please note that any applicants who identify as D/deaf and disabled and meet the person specification criteria will be offered an interview