



CONTRACT TYPE: Part Time: 4 days per week (0.8) or 28 hours per week.
Initially for 6 months with extension if funding is sustained and pending satisfactory review.

SALARY: £26,000 pro rata

LOCATION: Creative Futures: The Beethoven Centre, Third Avenue, London W10 4JL and on location at projects.

REPORTS TO: Julian Knight, Creative Director

COMMENCEMENT: May/June 2018

POSITION OUTLINE

Creative Futures transforms the lives of children and young people through high quality arts programmes delivered in schools and other settings by freelance artists. Our work is especially focussed in the Early Years, Special Needs and Looked After children sectors across London, and we are starting to deliver certain key programmes outside London, across the Southeast.

This new post is triggered by the scaling-up of two flagship early years programmes, and comes at a time of planned expansion of the charity's work more broadly. The post-holder will, after a period of training and induction, take on responsibility for managing a number of projects with children and young people which form part of Creative Futures' growing portfolio, as well as supporting the existing management team across other programmes.

We are looking for someone who is responsible and diligent, has experience of managing projects with clear educational outcomes, is calm, clear-thinking and flexible, has excellent attention to detail, and who has a passion for the impact that the arts can have on children's lives.

ROLE AND RESPONSIBILITIES

- To manage a portfolio of projects including Early Years programmes, projects with Looked After Children and Young People, projects with children with Special Educational Needs, and general school projects. Duties include booking arts practitioners, scheduling, planning content with practitioners, liaising with schools/clients, monitoring and evaluation, and reporting back to the management team.
- To keep accurate records of all transactions and interactions with practitioners and schools/clients, and to ensure paperwork supporting all projects is up-to-date and accurate.
- To work with the management team to refine the menu of programmes Creative Futures offers, and assist with promoting the work of Creative Futures to schools etc.



- To support the management team with other tasks as requested across all of its programmes and its administration.

PERSON SPECIFICATIONS

Essential

- Sound knowledge of the arts sector, and belief in the value of the arts to children and young people
- Understanding of the work of musicians and artists in schools / the education sector
- At least 2 years' experience managing education/outreach programmes which have specific outcomes
- Experience of tracking projects' progress against set outcomes, and of producing clear reports
- Excellent written and oral communication skills
- Attention to detail
- Excellent IT, self-motivation and organisational skills
- A current, valid, enhanced DBS is required before the appointment can be confirmed

Desirable

- Sound knowledge of the Early Years Foundation Stage
- Teaching experience (preferably Primary or Early Years)
- Experience of monitoring projects in line with the organisation's values
- Experience of working collaboratively with researchers and a variety of external stakeholders

Our values

High quality – planned, delivered and evaluated by experienced, highly trained artists and producers, drawing on research, our own learning, and reflective practice.

Innovative – continually exploring ways to enrich individuals and communities through participation in the arts; and acting as a bridge between research and practice.

Outcomes-focussed – every programme is designed to meet specific needs and priorities, and outcomes are agreed with partners accordingly.

Inspiring – we aim to offer meaningful and memorable artistic experiences and opportunities for every individual and community we work with.

Ethical – we value the rights of every child and participant in our programmes equally.

Creative Futures (UK) Limited

Company registered in England and Wales, No. 7578987

Registered address: Beethoven Centre, Third Avenue, London W10 4JL; Registered Charity No. 1143459

Tel: 020 8964 2700 | hello@creativefuturesuk.com | www.creativefuturesuk.com



Creative Futures is an equal opportunities employer.

To apply, please submit a covering letter expressing your suitability for the position, and a current CV, to Julian Knight julian@creativefuturesuk.com by **5pm on Tuesday 3rd April 2018**. Interviews will be held on 10th and 12th April.

For more information please call Julian Knight on 07980 820323, or email julian@creativefuturesuk.com

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