



## **Nottingham UNESCO City of Literature**

### **Programme Manager**

**£30,000 pro rata (£24,000)**

**30 hours per week**

**Fixed term until March 2020**

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## 1. Introduction

Nottingham was awarded UNESCO City of Literature status in December 2015 and now takes its place as a member of the UNESCO Creative Cities network, enabling it to play a cultural and creative role on the global stage. As an educational charity, Nottingham UNESCO City of Literature is committed to ***building a better world with words*** through our events and education projects. Our permanent UNESCO designation enables us to use the power of words to promote literacy, create new opportunities to engage more people with the benefits of reading and writing, and establish Nottingham as a leading destination for lovers of literature worldwide.

### What We Do

From our base in Nottingham's Creative Quarter we:

- Champion our literary city on a global stage
- Inspire more Nottingham residents to read, write and enjoy words
- Showcase future generations of writers
- Build audiences for live events and experiences
- Attract literary tourism to Nottingham
- Partner with organisations who want to transform lives.

Our working relationships are defined by **five core values**:

- We value diversity and seek to involve all of Nottingham's many communities in our mission, treating everyone with equal respect.
- Our partnerships are one of our most valuable assets. We work in ways which empower and support our partners.
- We want to demonstrate our passion about, and enjoyment of, literature so that others will want to join our mission.
- We encourage a creative and imaginative approach to work, while striving for excellence in all we do.
- We seek to create a culture of openness and to work with professionalism, enthusiasm, and integrity.

## 2. About the Role

At an interesting time in the charity's growth and development, this newly created role of Programme Manager will take the lead in driving forward the company's mission to ensure everyone everywhere in Nottingham is aware of and involved in the city's literary life. This is an exciting opportunity for an exceptional producer looking to make their mark in one of the UNESCO Creative Cities. We seek to employ a candidate who shares our ambition, our excitement, and our desire to help *build a better world with words*. You will achieve this by delivering a distinctive programme of events, projects and campaigns with a range of local, national and international partners. You will play a key part in planning, implementing and delivering our flagship Young City Reads project and to reach the widest possible young adult audience.

### **3. Job description**

#### **Programme Manager**

**Salary: £30,000 (£24,000 pro-rata)**

**Term: Fixed-term contract until March 2020 with potential for renewal**

**Hours: part-time, 30 hours**

**Reporting to: Director, Sandeep Mahal**

#### **Key areas of work**

- Be clear on project objectives and desired outcomes and be able to communicate these to all involved in the project.
- Manage all aspects of the project to ensure targets are met and the projects are delivered on time and on budget.
- Work closely with writers, partners and freelancers involved in each project to ensure they are well briefed and able to contribute effectively.
- Work closely with the Communications Coordinator & Executive Assistant to assist with the presence and promotion of the project in print and online, and work to ensure the maximum PR potential of each project is achieved.
- Be able to organise and manage events related to each project: partner briefing meetings, training sessions, consultation meetings.
- Maintain clear and effective filing and administration for each project.
- You will represent the City of Literature at relevant meetings and conferences, and provide reports for partners, trustees and funders on relevant projects.
- You will use a range of evaluation techniques and benchmarks for success, and strengthen the evidence base and impact data of our work.

#### **Skills & Experience required**

- You will be an experienced Producer or Project Manager, with an excellent track record (2 years plus) of delivering successful projects in the arts or creative industries.
- You will have significant experience in partnership working in a complex environment.
- You will have successfully delivered programmes which have reached and engaged with a diverse and wide-ranging young adult audience.
- You will have worked to gather monitoring and evaluation data and understand Key Performance Indicator (KPI) Processes, and to utilise them to best effect.

#### **Essential skills and attributes**

- Self-starter, with an entrepreneurial and innovative approach to your work
- Excellent project management skills, including budgeting
- Excellent communication skills, comfortable with public speaking
- Excellent time-management skills
- Strong problem-solving abilities and analytical skills
- Ability to take the initiative as well as work collaboratively
- Attention to detail
- Experience of providing web content and/or working with social media
- Willingness to work as part of a small, creative team
- Creative and flexible with a positive outlook

- Self-motivated, with a good sense of initiative
- Ability to work independently
- Proven ability of successfully managing and supporting others (particularly interns, volunteers)

#### **Desirable skills**

- Passion, interest in and knowledge of literary Nottingham
- Broad understanding of the secondary schools network in Nottingham

#### **4. Terms and Conditions**

**Salary and Contract:** £30,000 (pro-rata £24,000)

**Term:** Fixed term contract until 31<sup>st</sup> March 2020 with potential for renewal.

**Hours:** part-time, 30 hours and can be worked flexibly. Due to the nature of the role there will be some evening and weekend work required. There is no overtime allowance but time off in lieu (TOIL) should be taken as soon as possible after it is accrued in agreement with the Director.

**Probationary Period:** There will be a probationary period of 6 months.

**Location:** Nottingham City of Literature is located at Left Lion, 44-54 Freckingham Street, Nottingham, NG1 1DQ. There will be some travel across Nottingham required.

**Holidays:** Paid leave of 15 days per year plus statutory public holidays.

**Pension:** Nottingham City of Literature operates a qualifying workplace pension scheme.

**Period of Notice:** 1 month with additional weeks accruing for length of service (the notice period during the probationary period is 1 week).

**Expenses:** You will be reimbursed for all reasonable travel, accommodation, and other expenses which are wholly and necessarily incurred in relation to the performance of your duties and responsibilities, in line with Nottingham City of Literature's expenses policy.

**References:** Offers of employment are subject to the receipt of two satisfactory references.

**Policies and Procedures:** You are required to comply with all the policies and procedures stated in the staff handbook.

#### **5. How to Apply**

Please send us a comprehensive CV (no more than 3 pages) and a personal statement (no more than 2 pages long) explaining:

- Why this opportunity interests you;
- What your relevant experience is in similar work environments;
- What particular skills and qualities you can bring to Nottingham UNESCO City of Literature;
- Your notice period for your current work.

If you have any questions, or require further information prior to submitting your application, please contact [sandeep@nottmcityoflit.org](mailto:sandeep@nottmcityoflit.org) Applications should be sent to the same email address with the subject heading: 'Application for Programme Manager'. *Please note that late applications will not be considered.*

Closing deadline for application: 5pm, January 10<sup>th</sup> 2019

Shortlist Confirmed: by 17<sup>th</sup> January 2019

Interviews: 24<sup>th</sup> January 2019 at Bromley House Library, NG1 6HL. Candidates selected for interview will be notified after the closing date and access requirements will be discussed at this point.

For more information about Nottingham UNESCO City of Literature please visit:  
<https://nottinghamcityofliterature.com/>

Nottingham UNESCO City of Literature is an Equal Opportunities employer.

### Partners

Nottingham City of Literature is supported by:

