

### JOB PACK – PROGRAMME MANAGER

**Lancashire 2025 is a creative regeneration organisation engaging the people of Lancashire in a bold new vision for commerce, culture and creative communities. Forging new ideas, and cross sector partnerships with local, national and international organisations to deliver the most ambitious and inclusive cultural programme ever seen across the county.**

Lancashire is bidding to become UK City of Culture in 2025.

Bringing Lancashire together to form one 'virtual' city', the programme will combine Imagined Architecture, Digital Transformation and Cultural Commissioning.

Lancashire 2025 will be one hundred Urban, Coastal, Rural, multi-scale and ambitious creative projects that will showcase the County's ambition and grit to the UK. Bringing people together, the programme will represent the full scope of our creative cultures by combining Culture, Commerce and Creative Communities. Creative projects will be delivered by our most progressive leaders and pioneering creatives, under-represented voices and fresh talent.

Lancashire 2025's bid is driven by a strategic partnership between Lancashire County Council, Lancashire Enterprise Partnership and UCLAN. Delivered in partnership with Blackburn and Darwen District Council, Blackpool District Council, Lancaster City Council and Preston City Council. In association with all our local authorities. Supported by Marketing Lancashire and Digital Lancashire.

### RECRUITMENT

We are recruiting a number of positions to join our team through a range of Fixed Term Employment Contracts and Freelance Project Contracts.

These roles will play a key part in our exciting plans and may have scope for future continuation and development, subject to shortlisting and/or winning the bid and further funding.

This recruitment pack outlines information about Lancashire 2025, our plans and specifically the role of Programme Manager and type of person we are looking for.

### PROGRAMME MANAGER – HOW TO APPLY

Please read the contents of this job pack fully, paying close attention to the Job Description and Person Specification. We suggest you also visit and make yourself familiar with [www.lancashire2025.com](http://www.lancashire2025.com) to get a wider insight into our history, current work and future plans.

**To apply please send an up to date copy of your CV, with a covering letter (covering letter strictly no more than 2 sides of A4) outlining why you think you are suitable for the role to:**

**[recruitment@lancashire2025.com](mailto:recruitment@lancashire2025.com)**

**The deadline for applications is 2pm on Friday 30<sup>th</sup> October 2020.**

**Interviews will take place the week commencing 9<sup>th</sup> November 2020. Our preference is that interviews take place in person (in Preston) but this will be covid19 dependent and online interviews are a possibility.**

## **OUR PURPOSE**

Lancashire 2025 exists to enhance the wellbeing of all people of the county and future generations, regardless of location, through a unique arts and culture eco-system.

## **OUR MISSION**

Lancashire 2025 aims to produce an ambitious and inclusive cultural programme at county scale that can be woven together to integrate the urban, the coast and the countryside.

## **LANCASHIRE 2025 LTD**

A new company, Lancashire 2025 Ltd, has been established to deliver the bid, overseen by an independent chair and board. Debbi Lander is the Bid Director for Lancashire 2025.

## **THE TEAM**

Tony Attard OBE – Chair.

Ben Blackman – Chief Operating Officer.

Andrew Caley Chetty – Technology Consultant.

Debbi Lander – Bid Director.

Mark Rawstron – Company Director.

Jenny Rutter – Company Director.

Mykey Young – Special Projects Producer.

## **ABOUT UK CITY OF CULTURE**

The UK City of Culture title has had a transformational impact on previous host cities, securing millions of pounds of investment and acting as a catalyst for creative place-making and culture-led regeneration. Lancashire joins a number of cities and areas competing for the title, with Bradford, Medway, Gloucester and Southampton already having announced their intentions to bid.

Lancashire is a network of urban centres surrounded by areas of countryside, swathes of coastline and extensive rural hinterland (covering an area of 3,075 Km<sup>2</sup> which is twice the size of Greater London) and an area of considerable geographic, demographic and political diversity.

Where once the pioneering spirit of its people brought cotton and textiles to the world, they now attract international renown for their research into emerging technologies and social futures.

New infrastructure projects such as Eden Project North, Linear Park, the Re-imagining of The Harris and The Making Rooms are a real cultural boost to the area. Programmes of activity that connect the county's strengths in research, advanced manufacturing, science, technology and engineering with its growing creative strengths include National Festival of Making and British Textile Biennial. And Super Slow way and Left Coast are the Creative People and Places Programmes for Lancashire for, by and with local communities.

## **HOW OUR STORY BEGAN**

The Lancashire 2025 journey began with the Lancashire Enterprise Partnership commissioning the development of a Cultural Strategy for the county, one which quickly identified the potential for economic growth and regeneration that initiatives such as UK City of Culture can bring.

Scoping work was undertaken by Andrew Dixon who worked on the bids for title holders, Hull 2017 and Coventry 2021 to assess the potential for Lancashire to bid, including extensive consultation with the cultural sector.

## **TONY ATTARD OBE - CHAIR**

*“From the very beginning we were focussed on constructing a bid that would include the whole of Lancashire, not focus on just one urban centre and then try to spread the impact out into the rest of the county. Lancashire is 80% rural, with 137 miles of coastline, assets that add immense value to our cultural landscape and that we want to emphasise, not underplay. We also have significant urban centres, all of which have their own distinct identities, none of which dominate in scale and again, each one with assets that will add weight to our bid.”*

## **DEBBI LANDER – BID DIRECTOR**

*"Our bid proposition takes a holistic design approach to culture led regeneration in a county of different and diverse cultures. The county is positioning itself as a virtual city with a bold new vision for culture, commerce and creative communities. Lancashire 2025 is an invitation to imagine and construct a new kind of city in cultural and technological contexts. Future cities and its cultural dimensions are not constrained by historic or geographic definitions of place. Creative use of new technologies and digital connectivity has enabled the creation of new places or spaces more so than urban centres. Lancashire 2025 will create a Virtual City for the 21st Century."*

## **BID TIMETABLE**

**28 Feb 2021** – Bid registration.

**28 April 2021** – Outline bid deadline.

**May/June 2021** – Shortlisted bid interviews.

**29 Sept 2021** – Full application deadline.

**October 2021** – DCMS visits to shortlisted bids.

**Early Dec 2021** – Announcement of winner.

*Subject to confirmation*

### PROGRAMME MANAGER

#### CONTRACT

**Contract:** 12-month fixed term-contract, continuation subject to funding

**Hours:** 22.5 hours per week (3 days per week)

**Salary:** £21,000 (Pro Rata £35,000 FTE)

**Annual Leave:** 15 days (Pro Rata 25 FTE) + Bank Holidays (Pro Rata)

**Responsible To:** Bid Director

**Responsible For:** Projects Producer Freelance Contract, Special Projects Producer

#### PURPOSE

Oversee, manage and co-ordinate the programme budget and projects of the creative programme.

Maintain key relationships across programme, curatorial, commissioning & stakeholder groups, project teams.

Manage and co-ordinate the programme planning and programmes for Lancashire 2025 bid.

Responsible at programme level for Lancashire 2025 priority three: Sustainability. Lancashire 2025 will collaborate in different ways across the public, private and social sectors to generate resources for culture in Lancashire. We will work towards common objectives and outcomes. We will drive culture led regeneration.

#### Creative Programme 2020 - 2021

1. Identify opportunities, manage and co-ordinate fundraising for creative programme, working in partnership with Chief Operating Officer to develop and submit funding bids to Arts Council, Heritage Lottery, high value Charitable Trusts & Foundations.
2. Coordinate and prioritise resources across projects, planning and developing each project in terms of resources and timescales.
3. Oversee, manage and control the budget and timeline for the creative programme, develop and manage all contracts with partners and teams.
4. Work with the Chief Operating Office to ensure financial controls are worked within and all legal and legislative responsibilities are fulfilled.
5. Supervise the delivery of the programme of work and portfolio of projects managed and delivered by the Projects Producer and other freelance producers and project managers.
6. Line manage the Projects Producer and project managers / producers with regular reviews.
7. Oversee, manage and coordinate programme related marketing and communications for the creative programme, working with producers and marketing teams to communicate the story and vision, develop new audiences, and generate profile and reach for Lancashire 2025.

#### Cultural Plans: 2022 – 2025

8. Oversee, manage and collect information and research on the creative and cultural sector to support development and planning of the programme for the Lancashire 2025 bid application.
9. Develop the evidence that demonstrates the value and impact at the nexus of culture, broadly defined creativity, the arts and imaginative uses of technology.
10. Manage and produce effective communication tools to present the vision and programme, projects and terminology for the bid application to key stakeholders.
11. Oversee, manage and coordinate planning of the cultural programme for 2022 – 2025 including open calls, curatorial panel, selection processes, developing project proposals.
12. Take direct responsibility for completing specific sections of the DCMS bidding process to include Cultural and Artistic Strengths, Track Record, List of past events & activities.

#### Specific Projects

13. Delivery: Project Manage DCMS events, presentations and regional visit in partnership with Lancashire County Council. Oversee development of creative by Special Projects Producer.

14. Development: Lead on development and delivery of the Education and Skills Programme and Volunteering Programme plans for the DCMS Bid, working with the Lancashire 2025 team and stakeholders to develop programme content and delivery partnerships required.

## **EXPERIENCE**

Project Management experience is a clear necessity. Having knowledge of the role of a Project manager ensures effective management and strong relations. This includes the methods of project management including analysing activities, budgeting and controlling resources. Understanding competitive bidding process is essential as this will give you a realistic expectation of the project's schedule and accountability of the outcome. Knowing how to handle difficult situations and people is also a benefit as it shows your effectiveness and prowess, not just as a manager but as a leader.

## **SKILLS / QUALIFICATIONS**

Qualification in Project Management or equivalent training programmes that can showcase to Lancashire 2025 that you are a skilled and committed individual with an established knowledge of project management to ensure the correct company and project procedures are put in place. In addition to these desired qualifications, Lancashire 2025 look for the following attributes in candidates:

- Effectively multi-task and impeccable organisation skills.
- Excellent man-management and motivational skills; both written and verbal.
- Strong client management and negotiation skills.
- Excellent time management skills.

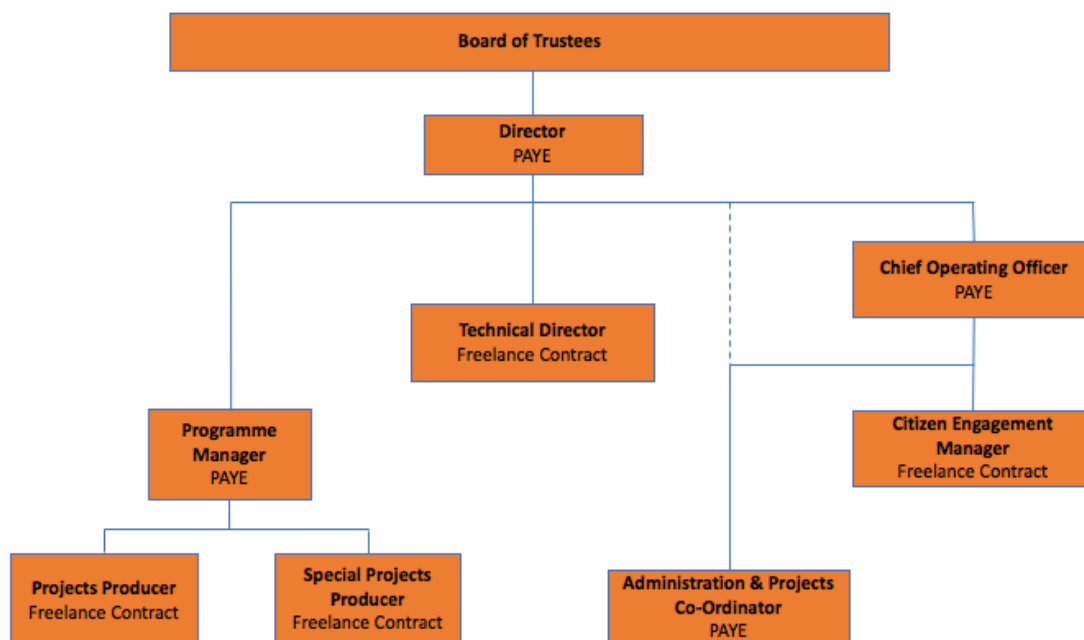
## **PERSON SPECIFICATION**

- Proven Strategic, Operational, Project Management experience.
- Experienced and competent Planning & Managing Finances.
- Excellent relationship building and negotiation skills.
- Ability to work with key stakeholders, professionals and community members at all levels.
- Knowledge and experience of health and Safety legislation and management of staff, freelancers, volunteers, sub-contractors.
- Experience of working on major cultural programmes or festivals and special events, especially commissioning processes, public engagement projects and digital development.
- Experience engaging and working with partners and artists on the development and production of education, skills and volunteering programmes.
- Experience of project management on comparable scale programme and projects.
- Experience of managing project budgets & timescales on target.
- Competent using project management software (Microsoft Project or equivalent).
- Experience of managing negotiations with funders, commissioning and production partners.
- Knowledge of regional cultural networks.

## **BEHAVIOURS**

- Complex Problem Solving.
- Critical Thinking.
- Creativity.
- People management.
- Co-ordinating with Others.
- Emotional Intelligence.
- Judgement & Decision Making.
- Service Orientation.
- Negotiation.
- Cognitive Flexibility.

## ORGANISATION STRUCTURE



### FIND OUT MORE

For a wealth of information regarding Lancashire 2025, our vision and programme development, latest news and more visit: [www.lancashire2025.com](http://www.lancashire2025.com)

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