



## **Head of Programme and Creative Development - Job Information Pack**

Toonspeak is seeking to appoint a new **Head of Programme and Creative Development** to lead, develop, manage and produce our Programme of Weekly Workshops, Events and Performances. This post operates as part of the Senior Management team within the company and is the artistic lead of the organisation in line with our strategy and vision. As such, we are looking for an inspirational, ambitious individual with a combination of imagination and leadership skills to bring ideas to fruition.

- You will be a skilled and experienced manager of people, with direct knowledge of delivering within a fast-paced work environment.
- You will have a passion for supporting children and young people to develop as artists and leaders and the skills to translate their ideas into engaging, high-quality programmes and productions.
- You'll have significant experience of recruiting and managing creative teams and artists to deliver innovative workshops and compelling performance-based projects.
- You will have experience of balancing the needs of a busy programme against the needs of an organisation.
- You will understand strategy and development and have the management skills to support and develop creative staff and young leaders.
- You will be experienced in developing and maintaining positive partnerships across the Arts and Third Sectors.
- You will be unafraid to take action to resolve issues, drive improvements and change.

You will need energy, drive, passion and enthusiasm to deliver this vital role within our team. In return we can promise you a hugely rewarding role in a forward-looking organisation.

## **About Toonspeak**

We are a unique organisation offering a range of arts opportunities to young people (aged 0-25) with a focus on the performing arts, which is part of our DNA as a young people's Theatre organisation. Our young people are directly involved in the planning, design and implementation of our services. Our Board of Directors includes young people who are active members. We are recognised by funders and supporters for our excellent, authentic, Youth led practice.

We are proud of our heritage and the role we have played in enhancing the lives of young people and their families for over thirty years. Being a 'Toonie' is special to all the individuals who have been involved in the charity, both past and present.

We are passionate about our young people who are at the heart of everything we do. Performing Arts provide an exciting vehicle for us to engage with young people. Our holistic approach helps young people to grow and develop, increase their confidence and build their self-belief. Our caring and understanding approach helps improve their health and wellbeing. Our aim is to help support our young people to achieve success in their future lives. We are aspirational for our young people and want to inspire them to achieve their goals.

September 2023

We are an accessible and inclusive organisation and make strong efforts to remove any barriers young people may face in accessing our services. This includes the provision of transport.

We are a creative and innovative organisation, always looking for opportunities to grow and develop our provision. Our strengths as an organisation became evident during the Covid Pandemic when we demonstrated our ability to be responsive and flexible, remaining connected to our community.

**Our Vision** - To be a positive force for change in the lives of young people

**Our Mission** - To transform the lives of young people in Glasgow, by creating a nurturing and inspiring environment where they can connect and engage with the arts, allowing them to progress towards their own goals and aspirations

### **Our Values**

**We will demonstrate that we are living our values by:**

Providing excellent **accessible** and **inclusive high-quality arts** opportunities for young people that enable our young people to **progress**

Adopt a **holistic approach** in our work with young people, **creating friendships** and **empowering them** to make positive choices

Developing our young people as **leaders, who** are authentically involved in strategic decision-making, planning, designing, and implementing our services

Demonstrating **passion, creativity** and **innovation** in all that we do

Maintaining a **vibrant, dynamic,** and **responsive** organisation

Showing that we **care** and **understand** our communities

**Supporting, nurturing,** and **caring** about our young people, staff, and volunteers as best we can

Demonstrating **honesty, transparency,** and **integrity** in all we do

### **Where we are now:**

Our programme of weekly workshops and events is divided into three strands - INSPIRE, TRANSFORM and PROGRESS - designed to provide a golden thread of creative progression from cradle to adulthood. Activities include specialist workshops for participants with additional support needs and all are provided at zero cost, with free transport provided to meet our commitment to absolute equality of access.

Working closely with community partners and with sector peers and national bodies, Toonspeak has a wide network of connections and partnerships locally, city-wide and nationally. We wish to capitalise on this in our building-back strategy, expanding on the visibility afforded by our Creative Scotland RFO status to promote our work and the inclusion of young people in the wider creative sector.

This is a unique opportunity to join us and establish new areas of work, all with the support of a highly skilled and effective team and committed board.

September 2023

## **Job Profile: Head of Programme and Creative Development**

**Reports to:** Chief Executive

**Salary:** £34,580 per annum

**Hours of Work:** 35 hrs (a 30-minute unpaid lunch break is added to each 7hr day), Monday-Friday with some evening and weekend work expected for this post. Whilst we do not pay overtime, we operate a flexible working system where TOIL is given for additional hours worked. A degree of flexibility is required to both fulfil the needs of the programme and operate as part of the Senior Management Team.

**Base:** Our office base is in Barmulloch in Glasgow, and we are currently hybrid working with staff doing part of their work at home, partly in the office to give the best possible life/work balance to our staff.

**Transport:** Due to the high SIMD areas where our work is based (where public transport links are poor) and the nature of this post, needing to be able to visit workshops across the North of the City, having access to your own transport is essential.

**Holidays:** 28 days per annum, plus 8 public holidays (pro rata).

10 days are fixed for our full Christmas and New Year office closure.

**Role Purpose/Impact:** Lead, develop and manage a high-quality arts programme including workshops, courses, summer activities and productions that elevates Toonspeak's national scope and responds to participant's needs and aspirations.

**Probationary period:** 6 months

### **Key Aims**

- Lead, develop, coordinate and manage the Toonspeak programme of activity which includes a full programme of weekly workshops and intensive programmes during school holidays
- Establish and maintain strong partnerships with arts organisations, education and third sector partners
- Line manage Outreach and Communications Officer and Youth Theatre Coordinator
- Recruit and oversee management of freelance practitioners and trainees to deliver our programme, productions and events
- Collaborate with colleagues to develop and grow the workshop programme to include non-performance theatre disciplines and wider art forms
- Develop training programmes for aspiring workshop leaders and freelance artists
- Lead communication function for the workshop programme for colleagues, artists, participants and parents/caregivers
- Take a lead on ensuring effective person-centred support is delivered across the programme, developing training, inductions and procedures to support this across the freelance team.

**Key areas of responsibility**

<b>Category</b>	<b>Responsibility – Lead and Accountable Areas</b>
<b>Leadership</b>	Lead the development and delivery of the Toonspeak Programme of workshops, events and productions in line with our Vision, Mission and Values
	Operate as part of the Senior Management Team (of 3) of the organisation supporting the Chief Executive and taking a depute role as necessary
	Communicate the vision for the organisation and take appropriate steps to make it a reality across the programme
<b>Artistic</b>	As the Artistic Lead of Toonspeak this post develops our full programme, working with core team and freelance creative staff to realise the artistic ambitions of the organisation
	Actively engage in Arts networks to share the Toonspeak story and the value we bring to our participants and the wider community
	Lead recruitment and selection of appropriate freelance artists and delivery staff for our projects and programme
	Seek out and cultivate meaningful partnerships with like-minded organisations committed to supporting the progression of children and young people
	Lead Toonspeak Company Productions - hire and manage production staff and teams to achieve highest quality production values for performances and sharing's
	Demonstrate effective leadership in all aspects of the company's processes ensuring best practice and industry standards are adhered to
<b>Management</b>	Manage, support and supervise the Outreach and Communications Officer and Youth Theatre Coordinator
	Oversee management and induction of Freelance Artists/delivery staff ensuring high standards are maintained across the programme
	Facilitate a relevant and tailored programme of training and development for freelance staff
	Manage the recruitment of young leaders to support our programme and project delivery
<b>Finance</b>	Develop scoping plans and costings for our programme, working closely with the Senior Management team to establish budgets within available resources
	Manage programme and production budgets in liaison with the Office Manager
	Support the development of annual budget for the organisation as part of SMT role
<b>Fundraising</b>	Support the development of funding applications to both private and public sources to support the creative programme
	Produce annual programme plans for multi-year funding applications
	Manage all monitoring and related reporting requirements for programme funding within appropriate timeframes.

<b>Planning</b>	Develop planning documentation for the programme that supports the wider team effort and allows for funding, operational and delivery staff to plan their own actions
<b>Delivery</b>	Manage projects and monitor artistic quality and learning outcomes
	Act as Deputy Child Protection Lead within organisation, supporting the Child Protection Lead
	Collate and act upon participant welfare concerns as appropriate (all posts in Toonspeak have a role in Child Protection)
	Research opportunities for progression and support young people to take advantage of them
	Support the development of risk assessments for projects and programmes
<b>Marketing/Comms</b>	Lead the development of marketing, audience development and communications strategies for the organisation
	Manage social media for marketing and recruitment
	Develop programme related content for Toonspeak website and social media channels
	Lead the recruitment of participants and youth engagement, coordinating this work with key members of the team (Outreach & Communications Officer and Office Manager)
	Develop and maintain relationships with delivery partners
	Represent the company in press interviews associated with the programme
<b>Monitoring &amp; Evaluation</b>	Review workshop reports and coordinate actions across the delivery teams
	Ensure thorough effective planning and evaluation to ensure that agreed learning outcomes are achieved
	Implement planning, monitoring and evaluation processes to ensure high quality delivery and compliance with company policies including EDI
	Ensure appropriate documentation of projects is undertaken (photos/film)
<b>Reporting</b>	Prepare regular programme reports for the Chief Executive, the Board of Directors, funders and partners
<b>Other</b>	Any other duties which may arise as directed by the Chief Executive.

**Person Specification**

ESSENTIAL	DESIRABLE
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>● Considerable management experience, preferably within an arts organisation</li> <li>● Understanding of the funding landscape for arts organisations in Scotland and the UK</li> <li>● Experience of delivering a programme of high-quality drama/creative workshops, competent with a range of ages across the 0-25 age bracket</li> <li>● You will have an excellent network that you will be able to draw upon to match the ambitions and vision of the programme</li> <li>● Deep understanding of Socially Engaged Practice</li> <li>● Sound knowledge and experience of putting all the parts in place to deliver high quality arts programmes that meet artistic and learning outcomes</li> <li>● Experience of producing events and performances.</li> <li>● Experience of marketing and communications</li> <li>● Experience in designing strategies to ensure all young people’s equal participation in arts-based activities.</li> <li>● Demonstrable skills in documenting and evaluating arts programmes to build evidence, demonstrate impact and inform planning</li> <li>● Experience of recruiting and managing freelance artists</li> <li>● Sound knowledge of child protection and health and safety good practice in a workshop context</li> <li>● A relevant degree in the Performing Arts and/or have work experience with progression to an equivalent level to lead a Performance based programme</li> <li>● Relevant work experience of at least 5 years, at least 2 of these in a leadership role</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with major arts funders in Scotland, for example Creative Scotland</li> <li>● Proven experience of project fundraising</li> <li>● Experience/interest in other art-forms (beyond the essential performing arts)</li> <li>● Experience of previous direct delivery as a workshop leader or facilitator of arts-based courses or workshops</li> <li>● An understanding of the challenges young people can face in developing skills and careers in the arts in Scotland</li> <li>● An understanding of EDI and commitment to it</li> <li>● Digital Media Skills.</li> </ul>

<ul style="list-style-type: none"> <li>● Ability to work flexibly, manage your own workload and undertake evening and weekend work</li> <li>● Proficiency with IT for office use (word, spreadsheets, zoom)</li> <li>● Experience of designing and delivering training courses for freelance artists</li> <li>● Experience of using social media in a work-based context</li> <li>● Experience of working in communities of high SIMD.</li> </ul>	
<p><b>Skills and Qualities</b></p>	
<ul style="list-style-type: none"> <li>● A passion for the impact of theatre and the arts on young people and of placing their needs and aspirations as the driver for the work</li> <li>● Excellent organisational skills with great attention to detail that can be applied to scheduling courses, coordinating events and managing people</li> <li>● Proven ability to work collaboratively and adaptively with other artists, taking on the changing role of sometimes lead, collaborator, mentor or advisor as appropriate</li> <li>● A strong team ethic, with highly effective communication skills and motivation to work closely with colleagues to solve problems and drive change</li> <li>● Ability to deal effectively with challenging situations</li> <li>● A positive perspective on change</li> <li>● Emotionally resilient – this role works directly with often vulnerable young people who have been further adversely affected by the effects of COVID and the rise in the Cost of Living</li> </ul>	

This role involves regulated work with children and as such, the successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be processed by Toonspeak).

You can find information about our projects and programmes on our website [www.toonspeak.co.uk](http://www.toonspeak.co.uk)

### How to Apply

Please send the following:

- A letter of application, **maximum three sides of A4**, demonstrating how you meet the requirements of the role as laid in the job profile, specifically evidencing how you meet the required **knowledge, experience, skills and qualities** of the person specification.

September 2023

- Your CV (separate from the application letter) including qualifications, work history and further training, **maximum of four sides of A4**
- The name and contact details of 2 referees. **Please note referees will only be contacted after the interview.**
- Confirmation that you are available for a face-to-face interview on either **Wednesday 25<sup>th</sup> or Thursday 26<sup>th</sup> October 2023.**

We prefer applications to be sent as attachments by email, they should be sent to: [caroline@toonspeak.co.uk](mailto:caroline@toonspeak.co.uk) (Toonspeak Office Manager) and marked ***Head of Programme and Creative Development Application.***

To request an informal discussion, contact Lisa Givens, Chief Executive, by emailing [lisa@toonspeak.co.uk](mailto:lisa@toonspeak.co.uk)

Deadline for applications: 12 noon on Monday **16<sup>th</sup> October 2023**  
Interviews: Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> October 2023

Candidates invited to interview will be informed by close of business on - **Friday 20<sup>th</sup> October 2023**

We do not encourage contact from recruitment agencies in respect of this job role.

Toonspeak is committed to and promotes equal opportunities, actively encourage and value diversity. We are committed to creating a diverse environment and all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or educational background. We value diversity of thought, background, culture and perspective.