

JOB DESCRIPTION

Role / Title: ROH Bridge Programme Manager (Essex)

Reports to: Acting Senior Strategy Manager

About ROH Bridge:

Royal Opera House Bridge (ROH Bridge) aspires for every child and young person to have the opportunity to experience the richness of the arts, museums and libraries. To achieve our aim we believe that a high quality local cultural offer is essential.

ROH Bridge acts as a broker to galvanize and facilitate the building of sustainable cultural partnerships across Essex, Hertfordshire, Bedfordshire, Luton and the Thames Gateway. We co-invest in strategic activity that helps build infrastructure and sustain cultural learning opportunities over time. We measure our success through the increased number of children and young people who are engaging with creative and cultural learning experiences both in and out of school.

Overall Purpose of the Job:

The post is one of three managers responsible for the delivery of the Royal Opera House Bridge programme. As a team member, each Bridge Programme Manager will play an active role in the development of the regional programme, and will have specific responsibility for programme development and delivery in one of the following geographical areas.

- *Luton, Bedfordshire and Hertfordshire*, including the following local authority areas: Bedford Borough Council, Central Bedfordshire Council, Luton Borough Council, Hertfordshire County Council and its districts and boroughs: Broxbourne, Dacorum, East Herts, Hertsmere, North Herts, St Albans, Stevenage, Three Rivers, Watford, Welwyn Hatfield.
- *Essex*, including the following local authority areas: Essex County Council and its districts and boroughs: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring, Uttlesford.
- *Thames Gateway*, including the following local authority areas: Southend Unitary Authority, Thurrock Unitary Authority, Kent County Council and the following boroughs: Dartford, Gravesham and Swale, Medway Unitary Authority

Key Accountabilities:

Programme

- Under the leadership of the Head of ROH Bridge and in collaboration with the ROH Bridge Senior Strategy Manager, research, develop, design and implement a programme of work with key partners in the cultural, education and other relevant sectors within your designated geographical area.
- In order to help fulfil the cultural learning needs of children and young people within your designated geographical area, provide effective local leadership at a strategic and operational level through offering advice, support, resource and guidance to colleagues in relevant sectors. This will include (but is not limited to) running networking and advocacy events, training, audit of regional provision, promotion and support for Arts Award and Artsmark (in close liaison with the Programme Manager for School Engagement).
- Take lead responsibility for an area of work that is pan regional – disseminating key information, representing ROH Bridge at meetings, supporting and advising Bridge colleagues
- Working closely with Bridge colleagues, contribute to the design of a coordinated and meaningful co-investment programme across the region, and take lead responsibility for the development and contract management of co-investment projects in a specific geographical area.

Vision & strategy

- Work with colleagues on the design, content, monitoring and implementation of the Bridge Action Plan, with particular focus on how the plan can be realised in a specific geographical area.
- Maintain a good level of knowledge in relation to sources of additional funding and current National and Local government policies.
- Identify opportunities to increase the quality and range of cultural activities available for children and young people.
- Play an active role in consulting with stakeholders in your area and ensuring their perspective informs the development of the Bridge action plans.

Relationships, advocacy and communications

- Lead on developing and managing external relationships within the geographical area for which you are responsible, working closely with the Head of ROH Bridge and the Bridge Senior Strategy Manager on the design of this strategic approach.
- Provide information and copy for Royal Opera House and Bridge communications tools as required e.g. web site, flyers and newsletters

- Deputise for the Head of ROH Bridge or the Bridge Senior Strategy Manager as required, representing the Royal Opera House at regional and national meetings about Royal Opera House Bridge's work.
- In the geographical area for which you are responsible broker relationships at a strategic and operational level between the cultural sector and education, public sector, voluntary and community sector and commercial businesses.
- Act as an advocate for cultural learning, promoting the value of cultural learning with all partners and encouraging additional investment. Key contacts will include local authorities, schools, youth settings, libraries, museums, arts practitioners and arts organisations.
- On an occasional basis, deputise for other Programme Managers should the need arise.

Data and knowledge management

- Working in collaboration with the Bridge Senior Strategy Manager play a key role in ensuring that relevant data and intelligence is gathered, to meet the requirements of Arts Council England quarterly and annual monitoring and to inform future planning.
- Work with the Head of ROH Bridge to ensure that collected information informs future work.
- Disseminate relevant information to key stakeholders at a local, regional and where appropriate national level.
- Liaise with the Bridge Senior Strategy Manager on the identification of new areas of research or opportunities for co-investment, which will support stakeholders to sustain cultural learning opportunities for children and young people.

Administration, financial management and legal compliance

- Ensure that all activities and initiatives are delivered effectively within budget constraints.
- Take lead responsibility for monitoring and reviewing monthly at least one element of the Bridge budget.
- Undertake the necessary administration involved in developing delivering and monitoring the programme in your area
- Working closely with Bridge and Royal Opera House colleagues, ensure compliance with all relevant legislative requirements, including health and safety, safeguarding and equal opportunities.
- Ensure contracts are in place with all external partners and carefully monitored.

General

- As a member of the Learning and Participation team of the Royal Opera House, play an active role in organisation-wide activities, including attending and supporting Royal Opera House events.
- Ensure that ROH policies and corporate styles are observed in every area of the ROH Bridge team's work.

This role will be based at the Royal Opera House Production Park in Purfleet, but there is a requirement for travel within the Bridge region and some work at Covent Garden. There will be scope for some home working when working in the field.

The job may develop over time and the above list of responsibilities is not exhaustive. Other tasks may be required which are in line with the seniority of the post. This job description is subject to review.

PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- A track record of project management in an arts, culture or heritage education context and a commitment to advocating the importance of the arts, culture and heritage to children and young people.
- Experience of working strategically to strengthen and sustain opportunities for young people to engage with cultural learning and attracting investment to such work.
- Excellent knowledge of the current arts and cultural education and youth arts context.
- Ability to work effectively with people from a range of backgrounds and professional contexts.
- A commitment to collaborative working, and an understanding of the needs of successful partnership working.
- Excellent communication skills, both written and spoken.

Other Essential Skills, Knowledge and Experience:

- Evidence of strategic thinking and planning in a related field.
- High level project planning and management skills including the ability to keep to a budget and achieve project objectives.
- Able to communicate effectively in a range of different settings, commanding cross-sector respect.
- Knowledge of current education policy, accountability measures and the new curriculum.
- Commitment to, and a strong advocate for, the importance of the arts, culture and heritage to children and young people.
- Ability to act as an effective ambassador for ROH Bridge and advocate for cultural education.
- Proven skills in budget setting and financial monitoring.
- Contract management experience.
- Experience of event management
- Excellent IT skills.
- Experience of data analysis.
- Ability to prioritise and work to deadlines.
- Commitment to equal opportunities and diversity.

Desirable Skills, Knowledge and Experience:

- An understanding of the Arts Council's 10 year strategy and the role of Bridge organisations in supporting its delivery.
- A working knowledge of Arts Award and Artsmark.
- Knowledge of the region covered by the Royal Opera House Bridge organisation.
- Knowledge of central and local government initiatives as they relate to creative learning.
- A demonstrable passion for the arts, culture and heritage.