



**HEAD OF PROGRAMMES**

**RECRUITMENT PACK 2019**

[WWW.ARTAGAINSTKNIVES.COM](http://WWW.ARTAGAINSTKNIVES.COM)

1 ALFRED PLACE, LONDON, WC1E 7EB

## **ABOUT ART AGAINST KNIVES**

ART AGAINST KNIVES uses creativity to change young people's lives. We collaborate with young people to prevent them from being at risk of violent crime and create lasting positive change. We embed creative spaces in London's most isolated communities, co-designed with young people these spaces provide them with skills training, mentoring and support.

Now in our 8th year, we've established a number of highly effective programmes. Our focus is currently on outer London boroughs where there is little youth work, youth arts and early intervention provision. We work in close collaboration with statutory partners and voluntary sector organisations to ensure that young people shape improvements in provision. Our current programmes reach approx. 400 young people each year.

We're at an exciting point in our journey and are proud that our model has gained significant recognition as an effective approach to reducing violent crime. We've recently secured funding that will enable us to expand our programmes across Barnet and lay the foundation for further expansion to other boroughs. To deliver on this growth we're recruiting a new management team to lead the next phase of our development including a CEO, Head of Programmes, General Manager and Safeguarding & Trusted Relationships Lead.

### **OUR VALUES**

- We design projects WITH and not FOR young people
- We believe in COLLABORATION
- We are CREATIVE
- We SAFEGUARD young people
- We LISTEN before we act
- We focus on LONG-TERM POSITIVE DEVELOPMENT
- We are INNOVATIVE without trying to reinvent

### **OUR APPROACH**

- A focus on high quality and excellence in our delivery
- A focus on long-term, transformative impact for our participants
- Responding positively with a 'solutions focused' approach
- A focus on prevention and early intervention
- Embedding specialist support into everyday community life
- Valuing lived experience and equality as a key basis for our work
- A focus on strong governance and operational management to build a sound foundation for our work and future development
- Sharing our experience and help others to adopt, and learn from our successful programmes

We value the differences that our diverse team brings and we're committed to inclusivity and to employing and supporting a diverse workforce. Our teams include former volunteers, local role models whom we have trained through our programmes, experienced professionals with specialist training and people from varied backgrounds who have a passion for creative youth work.

## **JOB DESCRIPTION**

<b>TITLE:</b>	Head of Programmes
<b>SALARY:</b>	£35,000 - £40,000 per annum depending on experience
<b>CONTRACT TYPE:</b>	Permanent
<b>PROBATION PERIOD:</b>	3 months
<b>EXPENSES:</b>	Claims for additional expenses will be reimbursed in accordance with our expense policy
<b>ANNUAL LEAVE:</b>	28 days per annum, plus bank holidays
<b>HOURS:</b>	Full Time is available, other more flexible hours arrangements would be considered
<b>LOCATION:</b>	Central London and Barnet currently, with plans to expand to other London boroughs.
<b>LINE MANAGEMENT :</b>	6 Direct Reports
<b>REPORTING TO:</b>	CEO

ART AGAINST KNIVES values diversity and is an equal opportunities employer, working towards becoming a disability confident committed employer. We encourage applications from people of all backgrounds. We particularly welcome applicants from black minority and ethnic communities.

### **THE ROLE**

This is a new senior management role taking full responsibility for the successful delivery of our portfolio of highly effective projects and partnerships. You will join a newly formed senior management team at an exciting time. In the past 6 months we've secured multi year funding from the Home Office and Mayor of London allowing us to both expand our reach and impact. We'll be looking to you to contribute to the expansion of our projects and to growing our impact. This will involve writing reports to funders forging and managing new delivery partnerships and managing new funding agreements.

We are looking for a resilient, approachable and intuitive individual with a proven track record of performance/project management. You'll need to be good at planning ahead – mitigating risks and solving problems as well as spotting what works and making recommendations on how this could be scaled up. You'll need to be organised and good with numbers – making sure that we make the most of available funding/resource. And you need to embody our values and approach, foremost that everything we do is co-produced with young people.

## **KEY RESPONSIBILITIES**

### **OPERATIONAL / PROJECT MANAGEMENT**

- Oversee the safe and effective delivery of all elements of our programmes to expected standards of safeguarding; co-production; artistic quality; monitoring, and within agreed budgets
- Ensure outcomes and outputs are met and that the programmes achieve results for young people
- Handle all programme delivery agreements, coordinating resources and partnerships to ensure conditions are met.
- Handle complaints, incidents and H&S matters on projects to agreed policies and standards

### **PARTNERSHIP WORKING**

- Develop and maintain effective relationships with delivery partners and stakeholders, ensuring effective collaboration and delivery of our programmes
- Build on existing partnerships with the VCS community and local authority and lead on active participation in local forums, networks and steering groups
- Ensure opportunity for young people's voices to be heard across our partnerships.

### **MONITORING / EVALUATION**

- Produce internal and external reports to agreed deadlines, including reports to funders
- Support the development of our monitoring and evaluation framework, ensuring this is embedded across the organisation

### **FINANCIAL**

- Take overall responsibility for programme budgets, managing them in line with our internal financial policies and controls
- Work with Project Managers to set and monitor annual project budgets to the value of circa £200k

### **HR**

- Line-manage Project Managers and Specialist Practitioners, including recruitment, induction, training and supervision
- Support Project Managers to manage and develop project staff
- Together with the Safeguarding & Trusted Relationships Lead set up a framework for professional development

### **PLANNING / DEVELOPMENT**

- Oversee our engagement strategy, ensuring young people continue to self refer
- Work with the Safeguarding & Trusted Relationship Lead to coordinate the work of/with our specialist workers across all programmes
- Work with the CEO on programme development and on our longer-term strategic direction
- Proactively contribute to the fundraising for programme elements

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Strong track record of youth work, social care, creative social inclusion work or similar environments
- Substantial management experience including of;
  - people, budgets and strategic planning
  - Managing and supporting individuals and multi-disciplinary teams who are dealing with complex and sensitive issues
  - monitoring, evaluation and report writing

### **ESSENTIAL SKILLS AND ABILITIES**

- Clear, concise written and verbal communication skills, including report writing
- Proven project management skills, including risk management and goal setting
- Excellent interpersonal skills with the ability to exercise sensitivity, diplomacy and confidentiality and to build trusted relationships
- Influencing skills and the ability to impact change

### **WORK-BASED KNOWLEDGE**

- Understanding of
  - the issues that affect vulnerable young people, including child sexual and criminal exploitation, destitution, violence against women and girls, sexual abuse and serious youth violence
  - outcomes-based evaluation and impact measurement
  - the day-to-day operational challenges facing community-based projects and small charities
- Knowledge of relevant children and young people's legislation

### **PERSONAL QUALITIES**

- People-centred
- Resilient
- Adaptable
- Striving for quality, excellence and continuous improvement
- Committed to
  - strength-based youth work approaches and youth participation
  - equality and diversity and an understanding how to promote them in your work
  - the ethos and values of ART AGAINST KNIVES
- Lived experience, ie sharing some of the backgrounds and/or experiences of the communities and people we work with (in all their aspects)

### **HOW TO APPLY**

Please send your CV, and a covering letter (no more than 2 pages of A4) outlining how your experience meets the requirements of the role and why you want to work for ART AGAINST KNIVES

1. Deadline for receipt of applications: Sunday **24th March 2019 @11.59pm**
2. The email address for applicants is [recruitment@artagainstknives.com](mailto:recruitment@artagainstknives.com)
3. Please use the job title and your name in the subject line of the email.