



*Creative
Education
Trust*

PROGRAMME MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Reports to: Director of Programmes
Salary: c£35,000 + LGPS pension
Location: Holborn, London (with regular travel to the Trust's schools)
Contract type: Fixed Term, Maternity cover

The Role

Creative Education Trust is a multi-academy trust with eleven secondary schools and five primaries in the East and West Midlands and East Anglia.

In collaboration with teachers and professional experts, and complementing a rigorous approach to academic improvement, the Programme team leads the development of the creative curriculum, 'Knowledge Connected'.

Working with a small number of specialist agencies, professionals and partner institutions, we also devise and plan a substantial calendar of cross-trust enrichment events and competitions.

The Programme takes responsibility for marketing and communications, including the stewardship of the Creative Education Trust brand through corporate and school platforms, designing and producing events and vehicles to support internal communications across the network of schools.

The Programme Manager organises and delivers key elements of this creative programme in primary and secondary schools.

Key responsibilities and accountabilities

- Plan and deliver the practical elements of the cross-Trust enrichment programme, which includes events and competitions in drama, music and performing arts, photography, debate and public speaking, poetry and creative writing, enterprise projects and social action/service challenges
- Recruit a range creative professionals to work with pupils and students in schools on these enrichment activities and timetabled parts of the programme, in particular the flagship key stage 3 design programme which is a significant curriculum innovation of Creative Education Trust



- Enhance the impact of these live events by working directly with pupils, students and teachers during workshop sessions as a teaching or creative professional
- Deliver the marketing functions of the programme team to a high standard, including the maintenance of the Creative Education Trust brand, website and social media profiles

This job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the trust at the reasonable discretion of the Director of Programme



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Educated to degree level or equivalent
Experience	<ul style="list-style-type: none"> Practical experience of project delivery and event management Experience of delivering programmes for young people Experience of office financial and administrative processes Commitment to the vision of Creative Education Trust 	
Knowledge and understanding	<ul style="list-style-type: none"> Knowledge of the creative industries through employment in design, engineering or the arts <p>OR</p> <ul style="list-style-type: none"> Demonstrable understanding of primary and/or secondary classroom practice – the role may be particularly suited to candidates who have taught, considered teaching or trained as teachers, but who are looking for a different way to work with schools and young people 	
Skills and personal attributes	<ul style="list-style-type: none"> Academic achievement and conceptual ability Creativity and an appetite for invention Rigorous organisational and administrative skills 	



	<ul style="list-style-type: none">• Research skills• Excellent communication skills, including the ability to write and speak fluently and authoritatively about the creative industries and/or education• Competence with Microsoft Office, content management systems and social media platforms	
Equal opportunities	<ul style="list-style-type: none">• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.