

ARTWORKS CYMRU PARTNERSHIP MANAGER

JOB DESCRIPTION

Reports to: Arts Active Director / ArtWorks Cymru Leadership Group

Principal purpose:

To complete delivery of the ArtWorks Cymru programme 2018 - 2021 including the Quality Principles Case Studies, the Wales Artist Coaching Pathway and training sessions for the Participatory Sector in Wales.

Key tasks and responsibilities:

Programme Management

- Manage completion of the ArtWorks Cymru Quality Principles Case Studies, including convening meetings, interviewing participants, gathering data, compiling the final case studies and taking them to publication on the website and in print.
- Manage completion of the Wales Artist Coaching Pathway including supporting the current Artist-Coaches, evaluating the programme by interviewing a selection of coachees and issuing a partner survey, and completing a final report.
- Manage completion of the partnership training programme, including planning and delivering a final event in Spring 2021.

Communication

- Work effectively to communicate with the partnership and associates through regular partnership updates
- Run ArtWorks Cymru social media channels including facebook and twitter
- Connect with other networks such as Wales Arts Health and Wellbeing Network and YANC and cross post information
- Communicate with and attend forums run by ArtWorks Alliance and share any Wales initiatives

Administrative

- To provide regular updates to the Arts Active Board of Trustees as required
- To provide regular updates to the ArtWorks Cymru Leadership Group
- To report to Arts Council Wales and Paul Hamlyn Foundation throughout the programme and on completion of the programme
- To keep the ArtWorks Cymru google drive in good order and keep records of all activity
- To keep the budget up to date and keep records of all invoices and spend
- To adhere to all Arts Active policies as required

PERSON SPECIFICATION

Essential criteria

- Broad understanding of, and commitment to, voluntary and amateur cultural activity.
- Knowledge and experience of the Welsh arts / cultural sector and infrastructure.
- Background in developing and administering networks of stakeholders, preferably including voluntary organisations, public-sector bodies and/or creative practitioners.
- Experience of organising meetings, seminars and training sessions.
- High level of personal, written and verbal presentation skills.
- High level of computer literacy with word processing, spreadsheets and presentation software.
- Familiarity with, and some experience of fulfilling, the common criteria of publicly-funded initiatives, including monitoring outcomes, budgetary control, evaluation and report writing.
- Mobility to travel frequently across Wales, and occasionally elsewhere, including overnight stays.
- Willingness to work weekends and evenings when necessary.

Desirable criteria

- *As this post will involve communicating with a range of communities across Wales, the ability to speak and write Welsh is a strongly desirable attribute, though exceptional non-Welsh speaking candidates will also be considered.*
- Experience of holding a position of responsibility within a voluntary or cultural organisation or umbrella body.

- Background in advice, guidance, mentoring and/or coaching, including organisational development.
- Experience of managing paid staff or volunteers and, in particular, remotely.
- Ongoing participation in creative cultural activity.
- Membership of a voluntary/amateur cultural group or organisation, particularly at committee level.
- Understanding of social media and the requirements of online platforms.