



## **Job Description**

### **PiPA Charter Programme Manager**

**Salary:** £29,000 pro rata

**Hours:** Approximately 21h pw, flexible working, predominantly home based. One agreed core day per week and other hours on a self-managed basis. (Travel expenses will be provided.)

All flexible working requests and job shares will be considered.

**Project Duration:** One year fixed term, with possibility of becoming permanent.

**Closing Date:** 24th May 2019 (noon)

**Interviews:** 3rd/4th June 2019

**Start Date:** Immediate

### **About PiPA**

Parents & Carers in Performing Arts (PiPA) vision is of a performing arts sector which is effectively inclusive of the parent and carer workforce. We are committed to the promotion and implementation of best practice within the performing arts industry to support the needs of the parent and carer workforce. Working closely with over 50 Partner\* organisations in Dance, Music, Theatre and Opera, PiPA raises awareness, finds creative solutions and shares resources in order to promote best practice.

### **About the PiPA Best Practice Charter Programme**

Over the last three years PiPA has developed the PiPA Best Practice Charter, Programme and supporting Toolkit in partnership with over 30 leading theatre organisations of different sizes and scale.

The Charter Programme enables performing arts organisations to become more inclusive by implementing tried and tested family friendly policies and working practices as appropriate to the respective organisations.

The Charter is based on rigorous research conducted in partnership with The Royal Central School of Speech and Drama and Birkbeck University, Department of Organizational Psychology. Charter development work has been generously supported by Arts Council England (ACE) and PiPA Partners.

PiPA has secured further ACE funding to open out the programme for Music, Dance and Opera organisations.

#### Charter Partners

- Receive telephone support and advice with one to two annual meetings in person to review progress and plan future work.
- Take part in baseline survey and agree action plan with PiPA.
- Conduct staff survey or internal focus groups.
- Have access to the PiPA Toolkit and resources.
- Attend PiPA seminars and events to share practice and to network.
- Receive recognition for achievements, highlighted and celebrated via PiPA's comms.

PiPA supports a national network of Charter Partners, and is developing regional networks in order to enable more effective peer to peer support and cross- organisational learning as well as shared resources.

#### **PIPA Charter Programme Manager**

We are currently recruiting for the post of PiPA Charter Programme Manager (CPM).

The purpose of this role is to build and strengthen relationships predominantly with theatre sector employers in order to enable them to support their carer and parent workforce, improve work-life-balance in their organisations, and to enable PiPA to continue to understand Partners' current work practices and policies and their needs, in order to shape the future of the programme.

The Programme Manager will be a core member of the team, with lead responsibility for maintaining Partner relationships, securing new Charter Partners and be responsible for delivering an annual programme of events, resource development, network facilitation and ongoing support, which is designed to increase awareness and uptake of best practice.

The Programme Manager will support the design and coordination of the annual programme, and work closely with the CEOs to ensure that a coherent programme of industry engagement and activities take place, and that the community of organisations and individuals engaged with PiPA receive the most relevant, up to date, and exciting news, resources, case studies and event offers.

## **Key Responsibilities**

### **Programme Delivery and Development:**

- Programme monitoring, evaluation and reporting.
- Suggest ideas for contributions and improvements to our web and social media content from ideas gathered in meetings and events, supporting comms and marketing for the programme.
- Contribute to the PiPA newsletter and Strategic Partner newsletter.
- Overall responsibility for continuously developing and managing the PiPA Toolkit and resources.
- Support PiPA CEOs to grow Charter Programme activities across sectors.

### **Client Management**

- Manage the delivery of services to Charter Partners and ensure retention.
- Establish and maintain strong relationships with potential and existing Partners, in particular by building close working relationships with the PiPA Champion at each partner organisation.
- Gain working knowledge of the work and priorities of PiPA Partners, awareness and understanding of how that feeds into the wider conversation and is supported and impacted by the work of PiPA.
- Keep abreast of partner organisations needs and trends in order to advise and support.
- Ensuring engagement of employers in the Charter Programme as appropriate, events and all relevant PiPA Campaigns.
- Liaise with PiPA research assistant to support research activities with Charter Partners such as focus groups and staff surveys.
- Oversee ongoing data collection and help development of PiPA Toolkit through continuous action research.

### **Partner Events**

- Prepare and deliver PiPA Symposia and events during the year, identifying focus points, themes, and recruiting speakers.
- Support and facilitate the development of regional Partner events
- Identify opportunities for partnering on mentoring events, coffee mornings or other opportunities to support carers and parents, and support partner organisations in delivery.
- Support and facilitate internal Partner events such as parents and carer network activities where appropriate.
- Work with CEO's on PiPA Partner Celebration event

### **Financial**

- To reach and exceed renewal and new Partner targets according to a tiered system of contribution.

- Identify and manage budget and resources for the Charter Programme.
- Ensure financial records and client files are up to date. This includes records of revenues, but also of conversations, meetings and client engagement at events.

### **Compliance**

- Ensure the Charter Programme and collection of any personal information remains GDPR compliant and all data is processed and stored securely.
- Commit to compliance with regard to PiPA's GDPR, health and safety, equality and diversity policies.

### **Advocacy**

- Championing all participating organisations at all levels, within PiPA networks and publically where appropriate.
- Regularly update PiPA CEOs with developments, highlighting social media and press opportunities to promote Charter Partners and Programme.
- Engage in the wider UK conversation about working practices supporting parents and carers, sharing developments and successful examples.
- Be a passionate and effective advocate in advancing PiPA's work to bring about change so that meaningful activity is increasingly prioritised, and delivered for all parents and carers working in the performing arts.

## **Skills and Attributes**

### **Essential**

- 3+ years of work experience, preferred in an a programme delivery role and/or change management role
- Proven track record of client relationship management.
- Ability to identify opportunities for growth and subsequently take a leadership role in exploring new ideas
- Proven experience of Project Management
- Proven ability to meet sales targets.
- Excellent verbal and written communication skills.
- Confident communication at all levels including senior management and grassroots.
- Experience of managing small to mid scale budgets.
- Exceptional time-management and organisational skills.
- Strong working knowledge of change management
- A keen interest in organisational development
- Positive outlook.

### **Desirable**

- A knowledge of family friendly policies and practice from outside the sector.
- Strong working knowledge of the Performing Arts sector specifically workforce issues.
- A knowledge of Opera, Classical Music and Ballet.

- A creative and innovative approach to development.

## Application Process:

To apply please send a copy of your CV together with a letter stating how you meet the criteria set out in the Job Description and why you want to work for PiPA in particular to [pipacampaign@gmail.com](mailto:pipacampaign@gmail.com).

We welcome applicants from outside the Performing Arts sector.

We actively encourage BAME and disabled applicants as well as those with caring responsibilities and anyone from an under-represented group in the Performing Arts.



To arrange an informal discussion please contact Anna Ehnold-Danailov at [pipacampaign@gmail.com](mailto:pipacampaign@gmail.com)

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\* Actors' Children's Trust, Association of British Orchestras, BASCA, BECTU, Birmingham Repertory Theatre, Dancers' Career Development, Dance Professionals Fund, Dance Umbrella, Donmar Warehouse, English National Ballet, English National Opera, English Touring Theatre, Equity, Family Arts Campaign, Featured Artists Coalition, Federation of Scottish Theatre, Help Musicians, Hull Truck Theatre, ITC, Liverpool Everyman and Playhouse, LW Theatres, Lyric Hammersmith, Mercury Theatre Colchester, Musicians Union, National Theatre, National Theatre of Scotland, Northern Ballet, Nottingham Playhouse, One Dance UK, Opera North, Out of Joint, Ovalhouse Theatre, Oval House, Rambert, Royal Lyceum Theatre Edinburgh, Royal Opera House, Royal Shakespeare Company, Sadler's Wells, Scottish Opera, Shakespeare's Globe, Sheffield Theatres, Stellar Quines, Tangled Feet, Theatr Clwyd, Society of London Theatre, Sonia Friedman Productions, Spotlight, Stage Directors UK, Stage Management Association, The Old Vic Theatre, UK Music, UK Theatre, Welsh National Opera, Writers' Guild GB.