# Text Description automatically generated

# Creative Nature Programme Manager

## Role Description

|  |  |  |
| --- | --- | --- |
| Salary grade: |  | £45,000 |
| Reference number: |  | CNPM |
| Team: |  | Arts Development |
| Reporting to: |  | Portfolio Manager |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council of Wales office |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

About Creative Nature

Creative Nature is a partnership between Arts Council of Wales and Natural Resources Wales that aims to build the relationship between the arts, nature and Wales’s outdoor spaces. The partnership is set to support both organisations reach more widely, nurture creative talent and develop greater understanding of the natural environment, and the value that the arts can bring to, or generate from, this.

Natural Resources Wales is a Welsh Government Sponsored Body. It manages 7% of Wales’ land area including woodlands, National Nature Reserves, water and flood defences, and operates visitor centres, recreation facilities, hatcheries and a laboratory. Its purpose is to ensure that the environment and natural resources of Wales are sustainably maintained, sustainably enhanced and sustainably used.

The Memorandum of Understanding between the two organisations signed in September 2020, underpins the vision for the Creative Nature Programme.

The Creative Nature MOU can be viewed [here](https://cdn.cyfoethnaturiol.cymru/media/692261/eng-creative-nature.pdf?mode=pad&rnd=132454286600000000).

### About this role

The Creative Nature Programme Manager is a new and exciting role set to deliver the Creative Nature Programme. The post is positioned to act as a bridge, supporting research, communications, policy development and project delivery between Arts Council of Wales and Natural Resources Wales.

The Creative Nature programme includes:

* **Creative Nature Fellowship Awards -** providing transformational opportunities for artists across artforms to create new work in and or about the environment and to challenge established ways of working. It is set to create a network of ambassadors supported by a bespoke development programme delivered by a range of specialist partners, sharing learning and ideas through public engagement activities.
* **Cultural Sector Decarbonisation Strategy** - progressing our commitment to address the Climate Emergency with the aim of identifying areas of collaboration between Arts Council of Wales and Natural Resources Wales and with other specialist partners and stakeholders to support the creative sector to move towards net-zero carbon.
* **Creative Nature Communication Strategy** - promoting the Creative Nature programme activities, sharing resources and knowledge and to enhance planned public engagement events.

The successful candidate will co-work in a team which includes a Portfolio Manager in Arts Council of Wales and Lead Specialist Advisor at Natural Resources Wales with support from other relevant teams and with strategic guidance from Director, Arts Council of Wales with responsibility for Future Generations Act.

The Programme Manager will manage the development and delivery of the Programme and have responsibility for project management to ensure work is delivered to time and budget.

### Principal responsibilities

The Programme Manager will lead on programme planning, management and delivery, the principal responsibilities will include:

* Management and developmental support to deliver the Creative Nature Fellowships 2022-23 and public engagement activities.
* Building and managing relationships between the environment and cultural sector to deliver the Creative Nature Fellowships and to build new connections and opportunities across the programme.
* Advocacy and sharing research and information to inform policy and support the development of a cultural sector decarbonisation strategy.
* Ensuring active consultation with key internal and external stakeholders. This includes arts and environmental sector stakeholders, climate specialists and industry body representatives.
* Development and delivery of the Communications Strategy working with the Communication teams at Arts Council of Wales and Natural Resources Wales.
* Ensuring planned work is delivered to time, managing and reporting on specific budget elements.
* Evaluation of the Creative Nature Programme 2021-23 working with Natural Resources Wales and Arts Council of Wales.
* Monitoring and reporting on project progress, risk management and mitigation.
* Administration, management and reporting to the cross organisational Creative Nature Steering Group that includes representatives from Arts Council of Wales, Natural Resources Wales external invited members where appropriate and reporting to other relevant internal committees.

Additional duties include any reasonable duties consistent with the above.

The Programme Manager will also be subject to corporate compliance, including adhering to those policies that protect the Arts Council of Wales and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations, and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council of Wales policies).

### Key relationships

These will include:

* Working collaboratively with the Creative Nature Steering Group including representatives from Arts Council of Wales, Natural Resources Wales and invited attendees where appropriate.
* Working with relevant teams at Arts Council of Wales and Natural Resources Wales; including Wales Arts International, the international agency of Arts Council of Wales and the Carbon Positive Team at Natural Resources Wales.
* Engagement with external stakeholders, including arts sector bodies in Wales, UK agencies, Welsh Government and relevant industry bodies and where appropriate international agencies across the arts and environmental sector.

## What are the skills and expertise that you’d bring to the role?

You’ll be an exceptional individual, passionate about arts, environment and addressing the climate emergency and enthusiastic about our goal to make the arts in Wales fairer, diverse and representative of its communities.

An understanding of the context within Wales will be an asset to this role.

Management experience of complex projects with multiple stakeholders involving different organisations and individual artists.

Experience of multi-partner projects, producing and managing detailed programme plans. Experience of good budget management skills will be necessary.

You will be highly organised with the ability to work on your own initiative and manage multiple priorities.

You will be able to plan and develop projects across more than one area of activity, as well as ability to understand and use in-house systems or create systems and processes to deal with large amounts of information.

You will demonstrate the ability to think strategically and be proactive - identifying and resolving issues at an early stage.

You will be able to lead and support small project teams and contractors and focus them on delivering agreed objectives and outcomes. This is particularly when working in a collaborative, interconnected structure where individuals have dual roles and a range of accountabilities.

You will have excellent interpersonal and communication skills, including strong advocacy skills to support the deliver and promotion of the Creative Nature Programme.

You will have the ability to communicate with diplomacy in a confident and engaging manner to actively involve and consult with key stakeholder groups.

### Desirable skills, knowledge and behaviours

You might have a recognised environmental or sustainable development qualification.

You might have strategic partnership development experience, preferably with arts and environment, climate change projects.

You might understand how data can be captured, shared and reported on using online platforms.

You might understand or have experience of data capture to measure environmental impact of cultural events and activities.

We particularly welcome applications from applicants who identify as disabled, deaf and/or neurodivergent who can bring lived experience to this role.

We work in both English and Welsh and fluency in Welsh is desirable but not essential for this role.

Recruitment details

This is a vitally important role for us, and an exciting opportunity to progress work between the arts and environmental sectors.

This is a one-year programme of work to begin in March 2022.

The salary for this role is £45,000 per annum.

How to apply

Please submit expressions of interest, CV and an Equal Opportunities Monitoring Form to [HR@arts.wales](mailto:HR@arts.wales)

Expressions of interest can be submitted in Word or PDF. If you would like to submit your application in another format, please contact HR.

Your expression of interest should tell us why you are interested in this role, how you would approach the work, and how you meet the essential criteria in the ‘skills, knowledge and behaviours’ section of the job description.

We work in both English and Welsh and fluency in Welsh is desirable for this role. We support all staff to develop and improve their Welsh language skills.

Closing date: 12:00pm midday, Friday 21st January 2022

Interviews (via video): 2nd/3rd February 2022

Start date: March 2022 (subject to pre-employment checks)

Our benefits include flexible working hours/patterns and generous holidays.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community in Welsh or English. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role.

The Arts Council will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will also be provided during the induction period, if required.