

Job Description: Programme Manager, Ark Culture

Reports to: Head of Creative and Extended Curriculum

Location: West London (with flexible working available) and travel to schools in Portsmouth, Hastings, Birmingham and Pontefract when required

Contract: FTC (9 months)

Pattern: Part Time (0.6 to 0.7 FTE- standard hours 9am – 5.30pm)

Full Time Salary: £40,000 to £45,000 (depending on experience)

Part Time Salary: £24,000 to £27,000 (depending on experience)

About the role:

This is an exciting opportunity to manage and deliver a programme of high quality cultural education across art, dance, drama and design for the 48 schools in the Ark Network. The programme aims to ensure all pupils experience great cultural education, and this role will play a key part in delivering partnership projects across our schools as well as contributing to networkwide initiatives.

We are seeking a highly skilled and organised project manager with experience producing school based curriculum and enrichment arts opportunities and working confidently with a wide range of stakeholders. You will demonstrate an understanding of both school environments and the cultural sector, and be able to communicate effectively with colleagues in each. Strong budget management, timeline oversight, and a commitment to inclusive practice are essential to ensuring all children can access and benefit from our cultural offer.

Key Responsibilities:

Programme Delivery & Partnerships

- Manage partnerships between cultural organisations, artists and our schools
- Project manage school based projects, mini festivals and workshops in schools across our regions using a place based and school centred approach
- Project manage a pilot project with arts partners working in SEND specialist spaces in three of our schools in West London
- Project manage a programme with three schools and professional writers to develop and write scripts for three new Year Six shows

Network Leadership & Collaboration

- Lead the Ark Drama Teachers Network, coordinating CPD opportunities and cross-school events
- Share cultural education opportunities across the wider network

Project Management

- Manage project budgets, schedules, and logistics to ensure successful delivery
- Build and maintain strong relationships with partners, teachers, school leaders and cultural organisations

Evaluation, Communications & Fundraising

- Lead programme-wide data and evidence collection for evaluation purposes
- Provide accurate and timely information to communications and fundraising colleagues to support storytelling, reporting and funding bids
- Support the programme to ensure its legacy continues beyond this funding period, sharing knowledge and remit

Person Specification: Programme Manager, Ark Culture

Qualifications

- Experienced in working in or with schools in the field of cultural education
- Strong knowledge of educational settings and arts landscapes

Knowledge & Skills

- Proven experience in project or programme management, ideally within arts, cultural or education settings
- Experience delivering performances or artistic programmes with young people
- Strong stakeholder management skills and the ability to work across multiple schools and cultural partners
- Understanding of school environments and awareness of the cultural sector
- Confidence managing budgets, timelines, and logistics
- A clear commitment to inclusion and ensuring that all children can access cultural learning opportunities

Personal Qualities

- Relational approach able to communicate with children, teachers and artists
- Able to adapt to different settings and be flexible to accommodate different needs in different settings
- Ability to see the larger picture and communality across multiple projects to make a coherent programme
- Willing to support across all areas during delivery

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).