

## Job Description & Person Specification

**Job Title:** Creative Programmes and Productions Lead

**Service:** Operations

**Reports to:** Head of Service

**Direct Reports:** Programme Coordinators

### About The Role

---

This role focuses on overseeing the delivery of SIG Safe Ground's Programme delivery sites in a leadership and strategic direction, whilst also managing our network of commissioners, partners, and other key stakeholders. This role will ensure our programmes are being delivered to the highest possible standards across various custodial and community settings and will ensure that all staff (internal and external) facilitating the programmes receive excellent training and ongoing support.

This role will lead on the development of existing and new creative work, identifying gaps and opportunities, working alongside various teams which are internal and external to the organisation. This role will require additional training provided by SIG, prisons, and other external agencies.

### About the Post Holder

---

The post holder will be creative, ambitious, and passionate about supporting people who have experienced disadvantage and social exclusion. They will have a thorough understanding of arts-based interventions and methodologies, and experience in developing creative programmes and productions. They will be confident in networking and can manage competing priorities whilst maintaining a key eye for detail.

The post holder will be confident in leading and motivating their team, leading by example. They will be proactive and adaptable, with the ability to use their own initiative with day-to-day matters, following the relevant policies, procedures, and legislative requirements always. They will be compassionate, supportive, and empowering to others, comfortable working in a fast-paced and constantly changing environment.

# Key Responsibilities

---

## PROGRAMME DELIVERY

- Manage a network of delivery sites and ensure contractual compliance, in locations which include but is not limited to prisons and community settings, ensuring the highest quality standards of Programme delivery, and impact evaluation.
- Oversee the development of additional creative content including but not limited to theatre productions, short films, events, and other media products.
- Co-facilitate group work programmes, working in partnership with relevant colleagues, and external stakeholders.
- Work closely with teams to monitor and gain feedback, evaluate, and develop programmes to ensure they are fit for purpose and drive engagement. Ensure revisions are implemented and coordinated organisation wide.
- Work proactively to ensure the teams meet and exceed Key Performance Indicators.

## CREATIVE LEAD

- Create and deliver engaging high-quality programmes which support rehabilitation, reintegration, and reablement for participants in various stages of their personal journey which can be used as the core curriculum for various delivery teams.
- Design and deliver high quality training and quality assurance support to management and delivery teams across the SIG network.
- Manage the facilitation of continuous improvement in an environment where participants are supported and have access to resources, they need to achieve positive and sustainable outcomes.
- Be an active team member, support your team with any additional tasks which could include but is not limited to the occasional direct delivery of programmes.
- Support with the creation and dissemination of social media content and other content to enhance SIG Safe Ground's reputation and brand.

## ORGANISATIONAL GROWTH

- Provide strategic operational leadership and direction for Safe Ground, support with the continuation of finding new and existing opportunities working alongside various leadership teams.
- Lead on new contracts, supporting teams to ensure new contracts are implemented to a high standard following correct processes and policy.
- Coordinate aspects of promotion, recruitment, and evaluation of Safe Ground's programmes.
- Keep abreast of political and social policy and developments within the sector to respond accordingly to our network needs and support Programme development.
- Build and maintain a positive reputation for SIG and Safe Ground, represent the group at wider meetings which could include networking meetings, events, delivering various presentations, new business meetings, and other relevant places.

## LINE MANAGEMENT/LEADERSHIP

- Provide high quality support, leadership, and line management to staff, offering guidance, support, and advice to the team to support them to perform to the best of their abilities.
- Facilitate the team in identifying solutions to challenges presented in relation to all elements of service delivery.
- Provide leadership to employees throughout the employee life cycle. This includes but is not limited to; Recruitment, onboarding, inductions, probation reviews, support and supervision, employee relations, performance, learning and development, staff wellbeing and support, grievances, sickness, disciplinaries, retention and other areas which fall within the employee lifecycle.
- Proactively embed a culture of learning, development, reflection, and evaluation in a psychologically informed environment.

## RISK MANAGEMENT, INFORMATION MANAGEMENT AND CASE RECORDING

- Follow the relevant risk assessment and management procedures, share any relevant information with partner agencies as appropriate.
- Champion, and act as a point of reference for safeguarding concerns within your service(s). Ensure all staff attend relevant safeguarding and training and use knowledge to coach and advise the team.

## OTHER RESPONSIBILITIES

- Build and maintain purposeful relationships with stakeholders at all levels within and outside the organisation ensure consistent communication, whilst upholding SIG's values, policies, and procedures. This can include but is not limited to building key working relationships with commissioners, partners, patrons, prisons, community teams, and other key stakeholders.
- Contract Management and Internal Auditing; Ensure due diligence is carried out and records are well maintained.
- Administration duties will vary, including operating online systems and ensuring correct processes are followed alongside GDPR and confidentiality.

## SIG POLICIES AND DATA PROTECTION

- Promote, advise, and lead by example by embodying SIG values in creating a positive and productive environment including a Psychologically Informed Environment (PIE) with support.
- Demonstrate and facilitate high standards of service provision in line with organisational values and requirements, ensuring a safe, effective, caring, and responsive service, with support.
- Assist in implementing improvements in and maintain confidentiality in line with organisational policy in respect to residents, participants, staff, and the organisation with support.
- Adhere to and be aware of changes to SIG policies, processes, best practice, Equality, Diversity, and Inclusion (EDI), and data protection always and assist in implementing them where appropriate.
- Lead by example and assist in reporting and improving Health, Safety, and Environmental procedures, whilst following policies and processes in place.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed to as long as it is within the capacity and level of the position.

# Person Specification

Qualification and Experience:	Rating
Understanding <b>and/or</b> experience of working with people of complex backgrounds, ex-offenders, mental health, substance misuse, challenging behaviours	Essential
Previous experience in contract management and reporting of projects or programmes	Essential
Previous experience in facilitation of programmes and/or training for various groups	Essential
Previous experience and/or ability to people manage and develop a team	Essential
Relevant professional qualification in applied theatre, drama, or a field related to programme delivery or health and social care in criminal justice system	Desirable
Previous experience in developing, producing, and/or performing professional productions for example film, television, or theatre productions	Desirable
Previous experience with commissioners, supporting or contributing to research and evaluation projects	Desirable
Previous experience in supporting winning new contracts for example in bid writing or fundraising activities	Desirable
Skills and Abilities	
IT Proficiency, including Microsoft Office, and the ability to navigate and learn new case management systems and other types of organisational software	Essential
Ability to create, develop, and deliver new programmes and/or creative content in various settings such as prisons, communities, and wider criminal justice settings	Essential
Understanding <b>and/or</b> practical knowledge of the social and societal marginalisation that can be attached to people with mental health issues, addiction, exploitation, homelessness and within the criminal justice system	Essential
Ability to promote the service and provide outreach-based provision, with an ability to liaise and work effectively in partnership with stakeholders	Essential
Ability to follow organisational policies and process in line with external governance	Essential
Financial Management experience: Budget setting, analysis, and cost reduction	Desirable
Understanding, knowledge, <b>and/or</b> practical application of key legislation – Equity, Diversity, and Inclusion, Mental Health, Criminal Justice, Social Care, and Housing, and Health, Safety and Environment	Desirable
Personal Characteristics	
Excellent interpersonal skills, both written and oral. Ability to form and build effective relationships and rapport with others	Essential
Passion for supporting marginalised people and groups, with the outlook that everyone deserves the right to make a change and turn their lives around	Essential
Ability to influence and negotiate positive outcomes with others	Essential
Proactive in making decisions to deal with challenges and providing a solution focused approach using initiative	Essential
Ability to work with confidential information, maintain accurate records and write accurate reports	Essential
Cultural awareness, Self-awareness, and ability to identify personal growth areas and take feedback	Essential

Sensitivity and empathy to others, and ability to deal with individual circumstances with professionalism	Essential
Trauma-informed, non-judgmental approach to overcome barriers and achieve goals with self and others	Essential