

Job Description & Person Specification

Job Title: Arts and Learning Strategic Lead

Service: Operations

Reports to: Head of Safe Ground

Direct Reports: Programme Coordinators

About The Role

The role of the Arts and Learning Strategic Lead is key to the growth of SIG Safe Ground's programme delivery, providing support on the strategic development of our programmes. This role focuses on developing best practice around creative interventions, ensuring our programmes are delivered to the highest standards. The post holder will ensure that training is in place and regularly updated to empower and upskill the team to deliver to the required standard.

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

- Lead on the training for internal staff and external partners to ensure high quality and consistency in the delivery of programmes.
- Lead on submissions to National Framework Interventions (NFI) for new programmes and ensuring current programmes go through the NFI review process smoothly.
- Work creatively with the wider organisation, supporting the team with additional tasks which could include but is not limited to the direct delivery of programmes and co- facilitation in partnership with colleagues and external partners.
- Develop and manage relationships with a network of local and national facilitators and manage these relationships ongoing.
- Lead on the development of effective monitoring, evaluation, and learning frameworks for programmes. 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.
- 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.

ARTS DEVELOPMENT AND INNOVATION

- Oversee the development of new creative ideas and programmes, as well as programme adaptations and redesigns. This could include but is not limited to theatre productions, short films, live events, symposiums, and new art.
- Create and deliver engaging high-quality arts-based training, quality assurance, and 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 teams across SIG.
- Build an innovative co-production model that centres the lived experiences of those we work alongside, helping to enable change and bring in new approaches to SIG.

ORGANISATIONAL GROWTH

- Support with providing strategic operational leadership and direction for Safe Ground, support with the continuation of finding new and existing opportunities working alongside various leadership teams. This includes but is not limited to the development and delivery of specific policies, frameworks, facilitation, training, staff development and reflective practice models.
- Lead on the content and creative elements of new contracts, supporting teams to ensure new contracts are implemented to a high standard following correct processes and policy.
- Support with influencing developments and policies within the sector.
- Support with building and maintaining 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.

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, whilst upholding SIG's values, policies, and procedures.
- 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. Always ensure clean and tidy office spaces and communal areas.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed as long as it is within capacity and level of the position. This JDPS is regularly reviewed and may change as per the requirements of the role and organisation.

Person Specification

Qualification and Experience:	Rating
Previous experience in working and engaging with people of complex backgrounds, ex-offenders, mental health, substance misuse, challenging behaviours	Essential
Previous experience in developing, producing, and/or performing professional productions for example film, television, or theatre productions	Essential
Proven experience in designing innovative arts-based programmes and extensive experience of facilitation of programmes and/or training for various groups	Essential
A theoretical understanding of co-production models and practical application of building them and embedding them into best practice	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 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
Ability to lead a team, and support them in achieving outcomes necessary for personal and professional outcomes	Essential
Ability to provide advice, support and guidance to a team and participants on various areas	Essential
Excellent interpersonal skills, both written and oral. Ability to form and build effective relationships and rapport with others	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
Understanding <u>and/or</u> 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
Ability to work with confidential information, maintain accurate records and write accurate reports	Essential
Financial Management experience: Budget setting, analysis, and cost reduction	Desirable
Personal Characteristics	
Ability to lead by example and share the values in which we uphold at SIG	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

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