



WE ARE  
HIRING

# DOWN TO EARTH

Creative People and Places  
**Project Director**



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

Consortium Partners:



The Wildlife Trust for  
**Lancashire  
Manchester &  
North Merseyside**

**Wigan**  
Council

# Down To Earth is a new Arts Council England's national Creative People and Places (CPP) programme.

Wigan borough is known for its industrial past. But the landscape of peatlands, coalfields and brownfield sites, which have natural resources that have been exploited since Roman times and fuelled the industrial revolution, are now a complex ecosystem of diverse wetlands and woodlands, offering inspiration, refuge and engagement.

Led by residents, Down To Earth will re-invigorate and re-purpose this post-industrial terrain by cultivating and nurturing world-class arts across the borough. During community consultations, both a love for green spaces and the borough's well-known 'down to earth' attitude came across as very important to local people - giving the programme its name.

Down To Earth will establish new mechanisms for community voice - in neighbourhoods and boroughwide - so that local people can shape, create and grow local, national and international work that happens within minutes, rather than hours, of our homes, schools and safe spaces. We are excited about creating joyful experiences together that cultivate the people of Wigan's sense of humour, love of fun, and have the potential to draw upon the borough's extraordinary natural assets.

The Down To Earth consortium members are Arts At The Mill CIC (t/a The Old Courts, lead) and including Wigan Athletic Community Trust, Groundwork, Wigan Council, Lancashire Wildlife Trust and Everything Human Rights.



## We want to:

- Meet people's cultural needs and appetites, no matter their starting point
- Take people on a journey from observer, to participant, to shaper & advocate
- Build and develop new audiences for culture, that support the long-term sustainability of culture in Wigan

## Through four strands:

- 1 Stepping Stones: Co-created, deeply engaging work
- 2 Paths of Discovery: Local, light touch and easy to access interventions
- 3 Moments of Joy: Large-scale collective celebration
- 4 Legacy: Long-term development opportunities





## Your New Commute

Wigan is in the heart of the North West with established travel networks, making it an ideal place to live and work.

Your new office in Wigan Town Centre is easily reached in less than an hour from Manchester and Liverpool. Easy access to the motorway network will make business trips a breeze via the M61, the M6 and M62 or the M61 and A56 (Manchester) and M58, A571 and A580 or the M62 (Liverpool). With two train stations in the town centre, the area also benefits from fantastic public transport links with a regular, speedy service to the surrounding cities.

## Your New Office Base

Your new role will be housed at The Old Courts, home to Arts At the Mill CIC (consortium lead), a multi-arts centre situated just a two minute walk from both Wigan town centre train stations. The building also houses a range arts and community organisations, local enterprises, cafe/bars, record store, studio theatre, music venue and multi-use spaces. We expect the post holder to regularly travel around the Wigan borough and to national CPP meetings.



# CPP Project Director

The purpose of the CPP Project Director role is to lead the delivery of all aspects of the CPP Programme, supported by the CPP delivery team, in achieving the objectives of the CPP Funding Agreement from Arts Council England.

## About You

As an exceptional creative leader and an enabler of others, you strive to provide equal access to world-class arts and culture for all and advocate widely for how creativity can transform lives.

You believe in the strength of true collaboration and the sharing of power with people so that arts and culture provision is shaped by the communities it is here to serve. You are curious, believing that there is much to be learned from local residents, organisations and active evaluation, and pride yourself on being a flexible, responsive leader who is excited to listen, respond and implement learnings to develop a programme that is completely unique to our diverse people and places.

You provide strong, ambitious and thoughtful leadership needed to deliver Down To Earth whilst championing cultural sustainability and instigating long-term change - leaving a cultural legacy for future generations.

**Job Title:** CPP Project Director

**Salary:** £40-£45K gross per annum

**Hours:** 37.5 hours per week

**Overtime:** No overtime payments

**Annual Leave:** 33 days including bank holidays

**Probation period:** 6 months, with a 3 month review

**Notice period:** 3 months

**Contract Period:** Fixed term until March 2025

**Workplace Pension:** Arts at the Mill CIC pension scheme is provided by True Potential

**Location:** Office (Arts At The Mill CIC T/A The Old Courts, Crawford Street, Wigan), home and boroughwide

This role is 5 days a week; usual office hours are 10am-6pm. We offer flexible working where possible. We expect the post holder to regularly travel around the Wigan borough and to national CPP meetings, with a full UK driving license. Due to the nature of the role, evening, weekend and bank holiday work may be required. This post is subject to Disclosure and Barring Service Enhanced checks.

## We're looking for

- A highly motivated, organised individual who is able to think strategically, effectively manage budgets over £1m, and develop income & identify new opportunities.
- A leader excited to build a team, develop talent and foster a supportive and positive team culture that enables colleagues to thrive.
- A comfortable communicator, able to operate and influence at a strategic senior level whilst being able to seamlessly build deep and lasting relationships with communities. With funders, you will be experienced in monitoring and reporting, developing meaningful and long-lasting relationships.

## Who you'll work with

The CPP Project Director will lead Wigan Borough's Creative People and Places project team. This includes a Programme Manager, Admin/Marketing Officer and Community Connector(s). The CPP Project Director will report regularly to the Down To Earth Consortium, funders, and will be line managed by the Managing Director at Arts At The Mill CIC.



## Principle duties and responsibilities

- Lead the development and implementation Down To Earth's three-year business plan, reviewing and refreshing the plan on an annual basis.
- Be visible, transparent, clear and committing of power, resources and responsibility to communities to both shape and lead this work, developing Down To Earth 'with' and not 'for' communities by co-commissioning new work at a grassroots level; co-designing new and better ways for community voice to sit at the heart of our work; and working together with residents, organisations and artists to unearth shared priorities.
- Drive and deliver an inspirational programme of creative activity which amplifies, compliments and involves the existing cultural infrastructure and meets the objectives of the CPP programme.
- Recruit and line manage the Project Team including Programme Manager, Admin/Marketing Officer and Community Connector(s), providing positive, motivating and strong leadership so that all team members are fully aware of and working towards the CPP objectives.
- Advocate for the value of arts and culture; representing Down To Earth at local, national and international levels, contributing to building a public profile for the Down To Earth programme and developing partnerships that support the sustainability of the programme.
- Oversee the effective management of financial resources; managing programme budgets, commissioning and ensuring efficiency and value for money.
- Lead on further fundraising, identifying and securing necessary match funding, aligned with Down To Earth's business plan.
- Create a framework for commissioning, and have overall responsibility and management of contracts.
- Maintain sound programme administration, providing timely progress and management reports to the lead partner and consortium to inform effective decision making, and to funders to fulfill all reporting conditions.
- Monitor performance of the programme, working closely with external evaluators to gain a deeper understanding of the impact of Down To Earth, to share learning widely, and to react in response to new intelligence.
- Explore ways to reduce Down To Earth's carbon footprint, creating a strategy for engaging communities, artists, change-makers and technical professionals whilst being exceedingly mindful of environmental impacts of the programme.
- Ensure all programme activity complies with necessary policies and procedures and current legislation including (but not restricted to) Equality, Health and Safety, Safeguarding, GDPR/Data Protection and insurances.

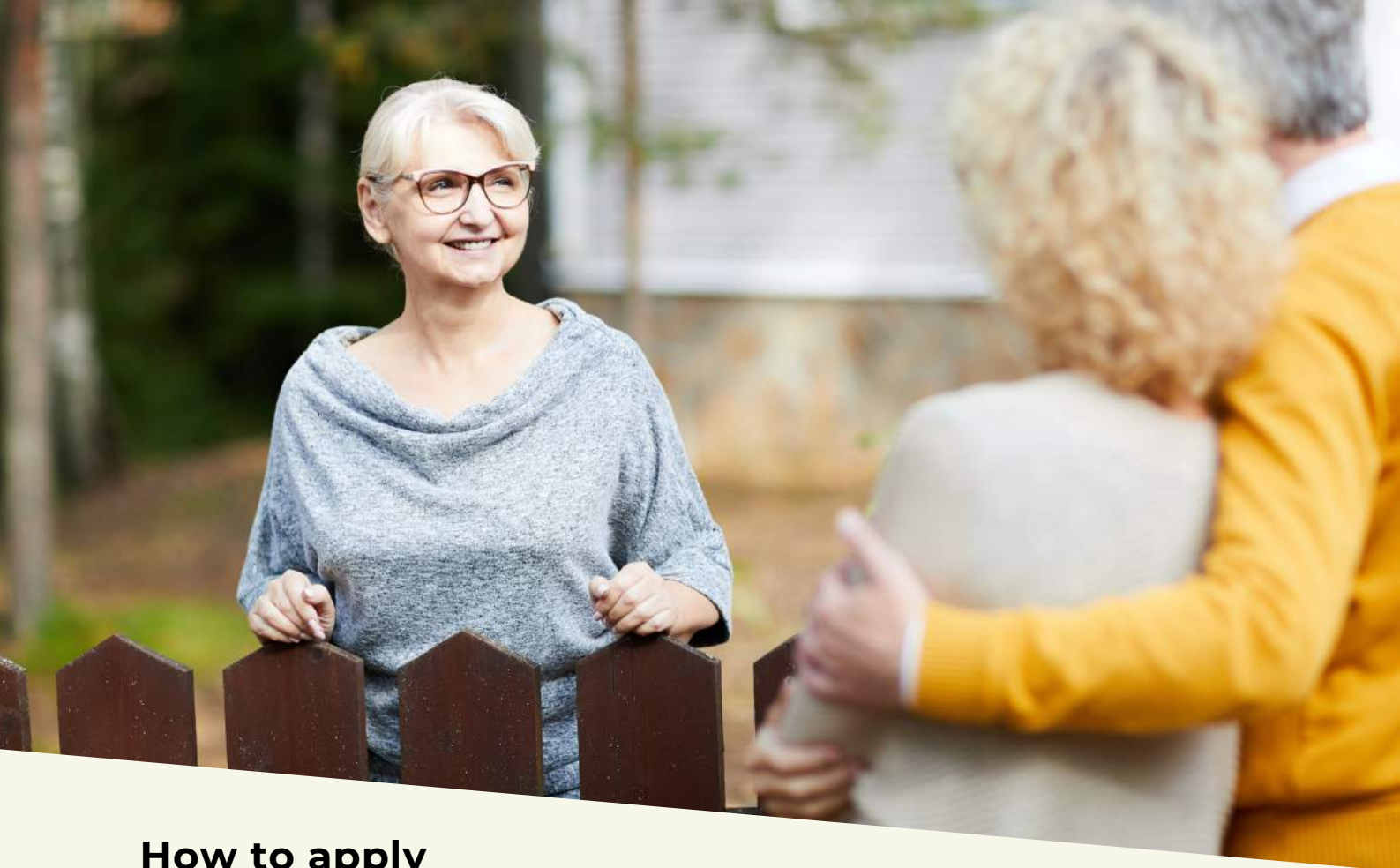
## Person Specification

Experience	Desirable	Essential	Identified
Track record of engaging communities as decision-makers and leaders in creative projects		X	Application / Interview
Developing and sustaining arts, cultural and/or creative initiatives and programmes that push the boundaries of artistic excellence		X	Application / Interview
Proven ability to plan, manage and execute large-scale programmes and/or public facing events with significant budgets, on time and to budget		X	Application / Interview
Track record of fundraising and income generation		X	Application / Interview
Experience of working in areas of low arts engagement with diverse communities		X	Application / Interview
Experience of recruiting, motivating and line-managing efficient teams		X	Application / Interview
Experience of and a commitment to robust safeguarding		X	Application / Interview
Experience of working across multiple art forms	X		Application / Interview
Managing volunteers	X		Application / Interview
Skills & Abilities	Desirable	Essential	Identified
Able to maintain effective, positive and long-lasting working relationships with a wide variety of people, organisations and funders		X	Application / Interview
Ability to nurture and motivate teams, motivating staff to achieve outcomes and meet targets		X	Application / Interview
Excellent time management skills		X	Application / Interview
Excellent written and verbal communication skills, negotiation and advocacy		X	Application / Interview



Skills & Abilities	Desirable	Essential	Identified
Strong numeracy skills, financial management skills and able to set and analyse significant budgets		X	Application / Interview
Attention to detail and able to manage complex funding and reporting requirements		X	Application / Interview
Commitment to equal opportunities and an ability to relate to people across the community		X	Application / Interview
Good IT skills with a good working knowledge of Microsoft Office Word and Excel, and ability to learn new project management software		X	Application / Interview
Ability to work flexibly according to the requirements of the post		X	Application / Interview
Knowledge	Desirable	Essential	Identified
Good working knowledge of Wigan borough, its cultural landscape, communities and geography	X		Application / Interview
Good working knowledge of the impact of arts and culture programmes on the environment	X		
Special Working Conditions	Desirable	Essential	Identified
Ability to work flexibly, including evenings, weekends and Bank Holidays		X	Application / Interview
Prepared to travel around the Wigan borough and to national CPP meetings, with a full UK driving license		X	Application / Interview
Alignment with the values and ethos of Down To Earth		X	Application / Interview

**The Essential criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable criteria are used to help decide between candidates who meet all the Essential criteria. If the 'Identified' column says 'Application' you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education.**



## How to apply

We are actively seeking diversity and lived experience in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage.

To apply, please send your CV and a cover letter to Jess Rotherham ([jessr@theoldcourts.com](mailto:jessr@theoldcourts.com)) with the subject line APPLICATION - CPP PROJECT DIRECTOR. Your application should not exceed four A4 pages and should include your work history, qualifications or equivalent lived experience and should refer to how your skills and experience mean that you fit the essential and/or desirable criteria for the role of CPP Project Director.

Application deadline:

**Midday, Wednesday 13 July**

Interviews:

**Wednesday 20th - Friday 22 July**

We can provide a BSL interpreter if required. If you would like support with access, please contact Head of Development Jess Rotherham by email: [jessr@theoldcourts.com](mailto:jessr@theoldcourts.com)

We look forward to receiving your application.