



WE ARE  
HIRING

DOWN  
TO  
EARTH

Creative People and Places  
**Programme Manager**



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

Consortium Partners:



# 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 Programme Manager

The purpose of the CPP Programme Manager role is to support the day to day delivery of the CPP Programme to achieve the objectives of the CPP Funding Agreement from Arts Council England.

## About You

You have a keen interest in community engagement and/or arts practice and are excited about working on a programme that believes 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.

As an exceptional organiser and communicator, you strive to ensure the smooth running of projects and programmes and excel in delivering on time and to a high standard. With an operational focus, you play a key role in the day to day delivery of the Down To Earth Programme.

You are comfortable supporting and coordinating artists, delivery partners, freelance support and volunteers to deliver events across all artforms, from micro to large-scale.

You enjoy working cooperatively as part of a team to achieve shared goals.

**Job Title:** CPP Programme Manager

**Salary:** £24,000-£26,000 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, 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 organised individual who excels in delivering live programmes on time and to the highest standard, comfortable coordinating multiple moving parts, working to set timescales and budgets, and problem solving along the way, supported by the CPP Project Director.
- An efficient planner, able to schedule events and travel, contract artists and freelance staff and manage delegated budgets.
- A detail-oriented individual who can support the Project Director to maintain sound programme administration by collating the monitoring and evaluation data needed for progress and management reports.
- A comfortable communicator, able to communicate well with a wide range of people and adapt communication style to suit diverse audiences, and deputise for the Project Director at events as necessary.

## Who you'll work with

The CPP Programme Manager will be line managed by the CPP Project Director and will work closely with Admin/Marketing Officer and Community Connector(s). We expect the role to have one line management responsibility and to be responsible for the management of Down To Earth volunteers.



## Person Specification

Experience	Desirable	Essential	Identified
Proven ability to deliver public facing events end-to-end		X	Application / Interview
Track record of working with funded programmes		X	Application / Interview
Experience of coordinating and managing people E.g. artists and/or freelance staff		X	Application / Interview
Experience of working in areas of low arts engagement with diverse communities	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 and organisations		X	Application / Interview
Excellent time management skills		X	Application / Interview
Excellent written and verbal communication skills, negotiation and advocacy		X	Application / Interview
Able to work under prioritise well and work under pressure		X	Application / Interview
Numeracy skills and ability to manage delegated budgets		X	Application / Interview
Attention to detail and able to collate monitoring and evaluation data for reports		X	Application / Interview
Commitment to equal opportunities and an ability to relate to people across the community		X	Application / Interview

Skills & Abilities	Desirable	Essential	Identified
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, culture and/or community programmes on the environment	X		Application / Interview

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, 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 Shirley Bailey ([jobapp@theoldcourts.com](mailto:jobapp@theoldcourts.com)) with the subject line APPLICATION - CPP PROGRAMME MANAGER. Your application should not exceed three 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 19 October**

Interviews:

**Week commencing 31 October**

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

We look forward to receiving your application.