

Job Description | Head of Creative

Job Title:

Head of Creative

Salary & Grade:

£49,334 per annum – Grade 4.6

Normal Place of Work:

The Station/The Courts (central Bristol) or
The Kingswood Estate (Kingswood BS15)

Hours of Work:

32 hours per week (0.8FTE)
(with potential flexibility on hours for the
right candidate)

Responsible to:

Chief Executive Officer

Responsible for:

Line management of

- Creative Manager
- Alternative Learning Programme
Coordinator
- Youth Voice Coordinator

Plus indirect management of the whole
Creative team.

Job Purpose

To lead the delivery and development of Creative Youth Network's creative offer, including the charity's agreed programme of creative courses, activities and events.

To lead the delivery and development of Creative Youth Network's alternative learning programme and related offers, including programmes of work in and with schools.

To lead the delivery and development of Creative Youth Network's youth voice programme, ensuring that young people are at the heart of everything we do.

To act as a member of the Senior Management Team, sharing collective responsibility for the overall running of the charity.

To provide strategic leadership including the development of existing/new partnerships, safeguarding, fundraising and service/workforce development.

Key Responsibilities:

1. Strategic and Operational Leadership

- 1.1. Play a key role in the Senior Management Team with a key specialism in creativity and youth participation.
- 1.2. Act as joint Designated Safeguarding Lead and lead on child protection and safeguarding within Creative Youth Network, including out of hours duty rota.

- 1.3. Support the CEO in the development and delivery of the organisational strategic plan, including taking lead responsibility on agreed strategies and deliverables.
- 1.4. Support the overall running of the organisation through robust budget setting and planning, safeguarding, health and safety, KPIs, operational updates, risk management, projects and bids.
- 1.5. Ensure CYN responds in a timely manner to emerging issues/needs/threats and takes advantage of new opportunities.
- 1.6. Undertake periodic risk reviews to ensure that key risks are appropriately understood and managed.
- 1.7. Lead on agreed bids and relationships and work in partnership with the fundraising team to identify and bid for new funding, and report to/manage relationships with funders.
- 1.8. Ensure the artistic quality of CYN's creative work is to the highest standard, inclusive, diverse and equitable.
- 1.9. To hold and foster strategic partnerships and relationships with creative professionals, organisations, stakeholders and emerging young artists.
- 1.10. To develop and manage strategic opportunities for CYN in order to enhance and sustain a high quality of services and programmes that are underpinned by CYN's vision, mission and values.

2. Managerial & Operational

- 2.1. Lead the delivery and development of Creative Youth Network's creative offer, including the charity's agreed programme of open access creative courses and youth clubs, programmes for emerging creatives from diverse backgrounds that face barriers to developing their practice and career, and community productions and events led by young people.
- 2.2. To ensure that creativity is embedded across all elements of the delivery at CYN, including youth services sessions and embedding youth work practice within creative approaches.
- 2.3. Lead the delivery and development of Creative Youth Network's alternative learning programme and related offers, including programmes of work in and with schools.
- 2.4. Lead the delivery and development of Creative Youth Network's youth voice programme, ensuring that young people are at the heart of everything we do.
- 2.5. Staff management: as outlined above. This may change over time as services grow/shrink.
- 2.6. Develop skills, capacities and professional development within the team.

- 2.7. Contribute to, develop and lead Creative Youth Network's creative partnerships. Establish and develop new partnerships to meet the needs of young people and Creative Youth Network.
- 2.8. Actively curate creative sector partnerships within the Courts, delivering on the vision of a Creative Enterprise Hub for young people.
- 2.9. Embed new initiatives, projects and developments to ensure that CYN's services meet the needs of children and young people.
- 2.10. Manage commissioned contracts, grants and other agreed projects, including work with partners and subcontractors, ensuring timely and accurate reporting.
- 2.11. Lead on and support the preparation of reports and documents as required by commissioners, funders and the CYN board – including bidding for new contracts, commissions, grants and other fundraising opportunities.
- 2.12. Budget management: work with the Head of Central Services to set appropriate service budgets for the year ahead, then work within and monitor/report against the agreed service budgets.
- 2.13. Lead and deliver sharing and best practice and training internally at Creative Youth network and externally across our partnerships and sectors.
- 2.14. Organise and contribute to joint events and projects for the benefit of young people across our local areas.
- 2.15. Work closely with the Head of Youth Services in order to create a dynamic, culturally responsive and engaging programme of delivery for disadvantaged and marginalised young people across Bristol and South Gloucestershire.
- 2.16. Work closely with the Head of Fundraising & Communications to ensure young people are supported in creating content with and for CYN that is complementary to our brand, mission and values.

3. General Responsibilities

- 3.1. Act as a representative of the organisation in all dealings with internal and external agencies and stakeholders.
- 3.2. Safeguard the welfare of children, young people and vulnerable adults, working within organisational safeguarding policies and local authority frameworks.
- 3.3. Ensure that all administration, records and files are stored and processed in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- 3.4. Provide a diverse and culturally sensitive approach in all dealings with Creative Youth Network and act within the organisation's Equality and Diversity policy and frameworks.
- 3.5. Promote equality and anti-discriminatory practices within all aspects of service delivery.

- 3.6. Promote a safe working environment in line with policies on Health and Safety.
- 3.7. Undertake any other duties as may be reasonably required.

This list of tasks is not exclusive and does not form part of any contract of employment. Duties may be varied from time to time, with the job description being subject to review or periodic amendments.

Last Updated: February 2024

HEAD OF CREATIVE – COMPETENCIES

Competencies	Assessed by:			
<i>Essential</i>	AP	IV	AS	QC
Management skills – managing multi-disciplinary teams – setting objectives, continuous improvement, result driven	✓	✓	✓	
Financial management – working within budget framework, monitoring and evaluation and costing activity	✓	✓	✓	
HR management – managing operational and legal aspects protecting the individual and the organization	✓	✓	✓	
Problem Solving/Decision Making Skills – analysing problems, using structured problem-solving techniques and implementing solutions	✓	✓	✓	
Monitoring and Evaluation – embedding good practice and capability in monitoring and benchmarking of performance, capability to analyse and assimilate information	✓	✓	✓	
Negotiation Skills – negotiating with a range of external and internal stakeholders	✓	✓	✓	
Relationship Management – developing and maintaining partnerships with internal and external stakeholders	✓	✓	✓	
Communication – strong skills with both an internal and external focus	✓	✓	✓	
Managing Change – championing and managing change progressively and in a planned and structured way throughout the organisation and where appropriate, externally	✓	✓	✓	
Leadership – championing the strategy for CYN and ability to lead others in achieving goals	✓	✓	✓	
Strategic planning – expertise in devising, developing and implementing and measuring specific areas of work	✓	✓	✓	
Sector Awareness & Business Development – understanding and being up to date with local, regional, and national changes and opportunities and creating appropriate opportunities	✓	✓	✓	
Time Management – managing time effectively to ensure delivery on workplan targets and objectives whilst responding to immediate priorities	✓	✓	✓	
Project Management Skills – taking ownership for, and effectively managing projects	✓	✓	✓	
Achievement Orientation – striving to meet goals and objectives within agreed timelines, apt implementation of key decisions	✓	✓	✓	

AP = Application Form

IV = Interview

AS = Assessment/Task/Presentation

QC = Qualification Certificate