



## **Programme Manager**

Salary: £32,000 FTE pro rata

Hours: 3 days/ 21 hours (based on 35 hours week)\*

Workplace: Hybrid, flexible working - Bristol based

Annual leave: 30 days pro rata (18 days)

Benefits: Workplace pension

\*Occasional weekend and evening work. During the Main Festival in June, over-time is usual. A TOIL system is used for extra hours.

### **About Bristol Refugee Festival**

Bristol Refugee Festival coordinates a collaborative year-round programme of events and activities with an annual Festival in June. bringing together communities from across Bristol and beyond to connect and celebrate inclusion and diversity. Our vision is for refugees and asylum seekers feel welcome, valued and confident to celebrate and share their culture, skills and knowledge in their local community and beyond.

### **Organisation Aims**

- To celebrate and value the contribution of refugees and asylum seekers enabling them to engage with and be more active members of their community.
- To bring settled local residents and newly arrived refugees and asylum seekers together to build strong relationships in and across communities.
- To improve the health and well-being of refugees and asylum seekers and reduce social isolation.

### **Purpose of Role**

To oversee the day to day management of operations and fulfilment of the organisation aims through the successful delivery of a year-round programme of arts, cultural and educational events that bring together communities across Bristol and neighbouring counties to celebrate diversity, create understanding and encourage strong inclusive communities.

**Reporting to:** Director

**Responsible for:** Programme and Engagement teams

### **Key duties and responsibilities**

#### **Programme Management**

- Work with the Director to create an annual programme plan, developing existing and new projects according to the objectives of the organisation and inline with funding expectations.
- Collaborate with partner organisations, artists, performers, communities and stakeholders to ensure a diverse and relevant year-round programme.
- Oversee all operations, planning and delivery of the programme including BRF and partner events and activities.
- Management of BRF events overseeing logistics, budgets,

#### **Team management**

- Provide strong, supportive leadership ensuring a safe, inclusive and productive environment.



- Work with the Programme Coordinator to plan and deliver the programme and ensure effective systems and processes in place for the smooth running of operations.
- Work with the Engagement officers to develop and implement an effective engagement plan.
- Support the Community engagement officer in the planning of engagement activities, events and workshops.
- Support the Refugee engagement Officer in the planning of the Ambassador programme.
- Oversee the recruitment and coordination of volunteers and ambassadors.
- Communicate goals and deadlines, delegate tasks and assist with workload planning.
- Conduct staff development reviews and provide feedback.
- Oversee training and development of all staff and volunteers.

#### **PR & Communications:**

- Support Director and Communications officer to develop effective PR and communication plan,
- Oversee communications scheduling and the design and production of marketing materials.

#### **Evaluation & Monitoring**

- Support Director and Evaluator to develop effective evaluation and monitoring plan
- Oversee the collation of quantitative and qualitative data.

#### **Financial Management**

- Support the Director to develop the annual programme budget
- Oversee project finances and provide regular updates and reports.

### **Person Specification**

#### **Core attributes**

- Self-motivated, well-organised creative thinker.
- Strong leadership skills.
- Team player who enjoys being part of a small team and is able to work to their own initiative.
- Good problem-solver able to generate ideas and solutions.
- Has high standard of work and pays close attention to detail

#### **Core skills & experience**

- Experience of managing and delivering a multi-disciplinary programme.
- Experience of leading a small team, able to delegate effectively, motivate and inspire and ensure effective performance.
- Excellent organisational and time management skills, able to work under pressure, work to deadlines, agreed standards and manage multiple activities at a time.
- Excellent project management skills - able to plan projects effectively, respond to changes and adapt plans quickly and efficiently.
- Excellent event management, able to oversee logistics, venue and suppliers, technical, crew etc for large and small events.
- Excellent teamwork and collaborative skills, receptive to new ideas and approaches.
- Good communication skills - able to communicate and present information effectively to staff, programme partners and wider community.



- Good financial skills with the ability to forecast accurately, write and manage multiple project budgets.
- Good understanding of the needs, experiences and hopes of refugees and asylum seekers.
- Demonstrable understanding of the complexities of cultural diversity and the ability to work with people from a range of different cultures and backgrounds.

#### **Desirable skills and experience**

- PR & Communication skills, ability to write effective and engaging publicity content including social media.
- Evaluation and monitoring skills, ability to create effective ways to collect and analyse qualitative and quantitative data and use for learning and improving.
- Lived experience of forced displacement or the asylum system.

#### **To apply**

Please send your CV and a short cover letter (no more than 500 words or 1 side of A4) explaining why you are interested in applying and how you fit the criteria of the person specification to [julesolsen@bristolrefugeefestival.org](mailto:julesolsen@bristolrefugeefestival.org) by 5pm Monday 25th March 2024. Interviews will take place on Wednesday 27<sup>th</sup> March 2024.

We particularly welcome applications from candidates who have lived experience of forced displacement or the UK asylum system.

Please let us know if you need any information about this role in a different format or if you have any specific access requirements. Requests will not affect the decision-making process itself. If you are unsure about your suitability for this role or would like to discuss anything further please contact Jules Olsen – [julesolsen@bristolrefugeefestival.org](mailto:julesolsen@bristolrefugeefestival.org)

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.