

Job Description

Job Title: Culture in Common Programme Manager
Reporting To: Culture in Common Programme Director
Place of Work: Winchester & New Forest
Hours: F/T (35 hours per week) or 4 days per week (28 hours per week)
Contract Terms: Contract to March 2029
Salary Band: £32,500 to £39,200 (or pro rata for 4 days pw)

ROLE PURPOSE

- To oversee the day-to-day management of the Culture in Common programme and work closely in conjunction with the Culture in Common Programme Director to shape and map the direction of the programme.
- To support the co-creation of creative projects with communities in the New Forest and to manage Culture in Common’s relationship with our ‘Community Anchor’ panel of community champions.

ROLE DIMENSIONS

- Understand our communities, connect with people, match the need with appropriate arts programming and enable change in line with Arts Council England’s Creative People and Places (CPP) aims and objectives.
- Work with the Programme Director to manage Culture in Common’s delivery plan and budget.
- Build and nurture relationships within New Forest/Culture in Common priority places.
- Work with the Programme Director and Administrator to co-ordinate, collect and analyse data from Culture in Common audiences and participants in line with Arts Council England requirements.

MAIN DUTIES & RESPONSIBILITIES

Key Result Area	Key Tasks	Success Measures
Managing relationships	<ul style="list-style-type: none"> • Build, nurture, develop and maintain key strategic and operational relationships to support the Culture in Common programme of work. ▪ Advise, support and train local event organisers to include professional arts work and practice in their delivery, and to incorporate community voice and insight. 	<ul style="list-style-type: none"> ▪ Positive impact on priority areas. ▪ Other organisations and people are becoming empowered to be excellent in their practice. ▪ Other organisations and people are using insight to inform their practices and ways of working.

	<ul style="list-style-type: none"> ▪ Support all consortium & community partners to share learning, and to include creative evaluation methods where appropriate. ▪ Build networks and participate in Action Learning to encourage the sharing of experiences. 	<ul style="list-style-type: none"> ▪ People and organisations are providing CiC/Energise Me with positive feedback and advocating for our work.
Project Management	<ul style="list-style-type: none"> • Oversee the day-to-day management of the Culture in Common programme and work closely in conjunction with the Culture in Comon Programme Director to shape and map the direction of the programme. ▪ Utilise office systems to ensure thorough and accurate planning, time-management, record keeping, tracking and evaluation is achieved. • Regularly review and update the Culture in Common risk register and work with the Programme Director and Consortium Chair to manage and mitigate risk, triggering escalation if necessary. ▪ Identify and manage contracts with commissioned artists/arts and community organisations and other external suppliers. • Work with Marketing Officer to produce timely and appropriate internal and external communications for Culture in Common. 	<ul style="list-style-type: none"> ▪ Projects managed and delivered on time and budget with the programme.
Managing Data & Reporting	<ul style="list-style-type: none"> • Support the Culture in Common team to gather feedback and use insight from Audience Agency and Illuminate to inform and support delivery across the Culture in Common programme of work. • Work with the Culture in Common Evaluator to support the monitoring and evaluation of Culture in Common work to track progress, observe changes, capture learnings and assess impact. • Ensure that Impact & Insight quality evaluations are completed and shared with the Culture in Common Programme Director and Consortium, Energise Me Trustees and Arts Council England. 	<ul style="list-style-type: none"> ▪ Seeing evidence of data-informed practice. • Capturing what's important in Culture in Common work and learning from it. ▪ Reporting requirements and deadlines are met. ▪ Holding current, accurate and relevant stakeholder information.

	<ul style="list-style-type: none"> ▪ Maintain our Customer Relationship Management (CRM) system. 	
<p>Contract, Finance & Budget management and fundraising</p>	<ul style="list-style-type: none"> • Manage contractual arrangements with commissioned arts/community organisations and suppliers. ▪ Manage Culture in Common project budgets ensuring activities remain on budget, tracking and managing expenditure. • Work with the Culture in Common Programme Director to ensure that regular reports (including financial reports) are shared with the Consortium, Energise Me and Arts Council England, plus any additional funders as necessary. ▪ Adhere to Energise Me finance policies and practices. • Work alongside the Culture in Common Programme Director to support applications for continued funding to support Culture in Common work. Work alongside community partners, supporting them to seek and apply for appropriate funding. 	<ul style="list-style-type: none"> ▪ Contractual commitments are met by recipients of CiC/ACE funding. ▪ Maintaining own tracker of line-by-line expenditure to ensure within budget. ▪ Reporting requirements and deadlines are met. ▪ Finance systems are adhered to. ▪ Additional funding is secured.
<p>Policies and Procedures / General role requirements</p>	<ul style="list-style-type: none"> • Act within Culture in Common & Energise Me's stated values and comply with our policies and procedures. ▪ Ensure that Safeguarding and Health and Safety (including Risk Assessment) policies are adhered to and concerns are raised in accordance with these policies. ▪ Maintain a confidential, sensitive and discreet approach to personal and organizational information, ensuring compliance with relevant data protection legislation. • Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and service provider. • Keep up to date with relevant developments in the arts and cultural sector as well as in the physical activity, health and care, youth and community sectors. 	<ul style="list-style-type: none"> ▪ Policies are supportive of the overall strategic plan and are legally compliant with regular and ongoing due diligence being undertaken by senior managers and their teams.

<p>Other Requirements</p>	<ul style="list-style-type: none"> • Demonstrate commitment to continuous personal and professional development. • Share responsibility for attending Culture in Common and community performances/ events with other members of the Culture in Common team. • Be flexible in undertaking additional duties commensurate with the role as required. • Develop and maintain an understanding of the We Can Be Active Strategy and identify opportunities for encouraging communities to move more through Culture in Common work. 	<ul style="list-style-type: none"> ■ Community and arts delivery partners feel valued and appreciated. The Team is bonded.
---------------------------	--	---

PERSON SPECIFICATION
(Desirable and Essential Skills and Experience required for the Role)

Description	Requirements
Experience	<ul style="list-style-type: none"> ▪ Experience of creative project or programme management, including commissioning artists, budget monitoring and management ▪ Experience of building and managing positive relationships with communities, stakeholders, artists and partner organisations
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of Asset Based Community Development ▪ Some knowledge of the New Forest ▪ Understanding of arts co-creation, empowerment & excellence ▪ Understanding of monitoring and evaluation principles
Skills	<ul style="list-style-type: none"> ▪ Versatile communication skills with a varied and diverse audience ▪ Motivated, can plan, organise and prioritise own workload to meet internal and external deadlines ▪ Skills in budget management, administrative and finance processes ▪ Ability to analyse and interpret data and insight ▪ Good listener and good at asking questions ▪ Self-reflective, self-aware and adapts own behaviour ▪ Proficient IT skills including Microsoft 365/MS Office
Values	<p>Ability to demonstrate an understanding of and connection with our organisational values:</p> <ul style="list-style-type: none"> ▪ Curious about what stops people from being active & engaging with arts ▪ Open to different ideas and perspectives ▪ Creative in how we do things and who we work with ▪ Bold in taking risks and speaking out about the things that need to change <p>Believes in the value of creative and physical activity to create healthier, happier communities.</p>
Other (e.g. requirement to travel for the role)	<ul style="list-style-type: none"> ▪ Available for some evening and weekend work

EQUAL OPPORTUNITIES

- Energise Me is committed to equality of opportunity and access for all and welcomes and encourages applications from everyone, irrespective of their age, gender, class, marital status, nationality, ethnic origin, disability, religious belief or sexual orientation.

WHAT HAPPENS NEXT?

- **How to apply through our 'Be Applied' system**
- **Closing date for applications:** 13th January 2026
- We will invite shortlisted applicants for an interview on 22nd January 2026 . Due to the anticipated volume of applications, we will only be able to contact you if we can offer you an interview. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.
- If you have any queries, please email Jacqui Ibbotson, Culture In Common Director:
Jacqui.ibbotson@energiseme.org

FURTHER BACKGROUND

- For more information about Culture in Common and/or Energise Me please visit:
- www.cultureincommon.co.uk
- www.energiseme.org