



August 2022

Thank you for your interest in the post of **Scotland Programme Manager**.

This pack includes information about PiPA, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the PiPA website <https://pipacampaign.org> for general information on the organisations policies, current programme and history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [PiPA Monitoring Form](#) (optional)
- Enter your details on our [online submission form](#) and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- You may upload a copy of your CV too, this is, however, optional

Application deadline: **Monday 19 September 2022, 12:00 noon. Applications received after 12:00 noon on the deadline date will not be accepted.**

Parents and Carers in Performing Arts t/a PiPA

Registered address: c/o Crucible Theatre, 55 Norfolk Street, Sheffield, S1 1DA

Registered Charity No: 1190045, Company No: CE022260 VAT GB 411 2578 27

It is intended that initial interviews will take place on **Tuesday 27 & Wednesday 28 September 2022.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in working with PiPA.

About PiPA

PiPA was created by Actor Cassie Raine and Director Anna Ehnold-Danailov in 2015, to address a lack of provision for parents and carers in the performing arts.

Leaders across the arts have responded rapidly and with enthusiasm to new ideas, integrating PiPA into new working structures and approaches.

This support and collaboration has seen PiPA grow exponentially, reflecting an increasingly urgent need for representation and change.

We have expanded beyond our roots in theatre, to work with dance, opera and music organisations across the whole of the UK.

As a result, a dynamic national company is achieving real change, creating new opportunities across the performing arts. We believe that a truly world class performing arts sector is inclusive of all talents and circumstances. We work together to amplify the voices of parents and carers and encourage a new mindset, that parents and carers enrich the performing arts. We show what's possible by working in partnership with organisations to find new ways of working that are inclusive of parents and carers. In just five years we have established an industry-led Best Practice programme of change management with over 50 leading performing arts organisations taking part.

Our Mission

Our mission is to promote best practice employment and support for parents and carers in the performing arts sector by working collaboratively with the industry to develop and implement the PiPA Best Practice Charter and strategies for change, by data collection, research, and lobbying.

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Governance and Finances

PiPA is funded by the Arts Council England, Actors' Children's and the Esmée Fairbairn Foundation.

Safeguarding and Safer Recruitment Practises

PiPA is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check once appointed, and complete a self-disclosure form at interview stage, if applicable to the role.

Applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential' or sent to recruitment@pipacampaign.com as an email attachment with 'confidential - self disclosure form' in the subject line' if the interview is remote. The envelope / email will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded and emails deleted.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

JOB DESCRIPTION

Job Title:	Scotland Programme Manager
Reporting to:	Anna Ehnold-Danailov, Co-founder and Joint CEO of PiPA
Key Working Relationships:	<u>External</u> : Industry Unions, Creative Scotland, PiPA Charter Partners, Industry Employers, Membership Organisations, Creatives, Performing Arts Workforce

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Internal: Co-CEO's, Operations Manager,
Charter Programme Manager,
Communications & Marketing Manager

MAIN PURPOSE OF THE POST

PiPA is looking for a dynamic, well organised, and enthusiastic individual to drive, deliver, and sell our ground-breaking Programmes to Music, Dance, Opera and Theatre organisations in Scotland.

The main purpose of this role is to:

- Build and manage relationships with employers in order to engage them with PiPA's Programmes
- Create a Programme pipeline, delivering against sales targets
- Create, develop, and use the PiPA tools and knowledge bank to inform and advise employers on how to develop family friendly working practises across all departments and contract types
- Communicate 'evidence for change' to employers, in order to influence key Stakeholders and increase awareness of the challenges facing parents and carers, and the strategies to overcome them
- Monitor and evaluate the impact of the Programmes on organisations

PRINCIPAL DUTIES AND RESPONSIBILITIES

Programme Delivery

- Build and manage relationships with employers who are currently engaged with PiPA Programmes, whilst simultaneously identifying and targeting those who are not, and signing them up to the Programmes
- Advise Partners about how to implement family friendly working practices in their organisations, using the PiPA Toolkit and resources
- Support Partners to complete a Baseline Survey and Action Plans for their organisation to determine what family friendly policies and practices are in place and which areas need focus
- Collect feedback from Partners on a regular basis to identify areas for Programme development
- Produce evaluation reports for Stakeholders and Funders including making realistic recommendations for future work

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- Write guidance documents that inform employers on all aspects of family friendly working practices
- Prepare and deliver PiPA's symposia, seminars, and learning events throughout the year, identifying focus points, themes, and recruiting speakers
- Monitor and evaluate engagement and impact of PiPA programmes, working with the PiPA team to refine and embed improvements within the framework.
- Identify content for PiPA's communication channels, including our website, social media platforms, and newsletters, to promote the Programmes and celebrate achievements
- Write case studies and other Toolkit resources
- Reach, and where possible, exceed renewal and new Programme participant targets according to a tiered system of contribution
- Manage the budget and identify resources for the Charter Programme
- Ensure financial records and client files are up to date. This includes records of revenues, conversations, meetings and client engagement at events
- Ensure the Charter Programme and collection of any personal information remains GDPR compliant and all data is processed and stored securely.

PiPA Operations

- Contribute to the strategic development of PiPA Programmes and associated projects
- Support PiPA's research and campaigning work by gathering and analysing data
- Evaluate the impact of PiPA's work for internal use, Funders and the Performing Arts sector, using monitoring data, anecdotal evidence, and case studies
- Represent PiPA at conferences and other events, including networking, presentations and workshops
- Engage in the wider UK conversation about working practices supporting parents and carers, sharing developments and successful examples.

Other

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- Participate in meetings and perform other duties as required, commensurate with the status and purpose of the post
- Advocate for PiPA, its mission, aims and activity
- To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of PiPA
- Remain familiar with the PiPA programme and other facilities, in order to converse with clients in an informed and confident manner
- To be familiar with and abide by all PiPA Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy

PERSON SPECIFICATION

We are looking for the following essential criteria for our Scotland Programme Manager, we will use these criteria to shortlist our applicants:

Experience and Knowledge

- Minimum 3 years work experience in programme delivery or in a similar or equivalent change management role
- Knowledge of change management
- Sales experience

Skills

- Ability to manage conflicting deadlines and multiple activity streams, keeping track of relationships with multiple partners, logging and monitoring progress on the organisation's Insightly CRM
- Ability to review complex data and information, qualitative and quantitative, use it to identify solutions and improvements, write and present reports in an accessible and achievable way, and draw out wider themes for future development
- Ability to hold challenging conversations and give honest feedback to employers in a way that leaves the recipient feeling positive and confident about making effective changes
- Ability to collaborate cross departmentally on projects with varying stakeholders

Personal Attributes

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- Confident in presenting to groups of people effectively and making a compelling case for change
- A flexible mindset and an enthusiasm for remote and flexible working
- Excellent time management and organisational skills; ability to work under own initiative to manage varied workload and prioritising effectively

The following experience and knowledge would enhance an application for the post:

- Knowledge of Microsoft Office and / or CRM systems (namely Insightly)
- Knowledge of the Performing Arts sector specifically workforce issues
- A knowledge of family friendly policies and practice from outside the sector
- A knowledge of Opera, Classical Music and/or Ballet.

Contract type: Part time, fixed-term contract, initially for a period of 10 months with potential to become a permanent position

Location: Scotland based, home working

Some travel within Scotland will be required - travel expenses will be covered by PiPA

Salary: £30,000 per annum, pro rata

Hours of Work: 21 hours per week, worked flexibly

Holidays: 25 days annual leave (pro rata) plus eight public holidays, pro-rated to hours worked plus four additional days annual office closure between Christmas and New Year

Start date: As soon as possible

Pension: Nest pension scheme, 3% employer contribution

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Other Benefits: Laptop, technical equipment and IT support provided. All PiPA related travel expenses are covered by the Charity

PiPA welcomes applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality. We respect and value what everyone can bring to PiPA. We recognise that diversity of experience, thought and voice adds immeasurable strength to our team.



We are keen to hear from people from underrepresented groups in the performing arts (including people from **Ethnically diverse backgrounds; D/deaf & Disabled people;** people who are from **lower socio-economic backgrounds;** and/or people with **caring responsibilities,** or any other **under-represented backgrounds** in the performing arts sector.)



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PiPA enables and empowers parents and carers to meet work and family commitments. We are always happy to discuss solutions that promote work life balance for example through job shares or flexible working arrangements.

PiPA is committed to attracting, supporting, and retaining a diverse and flexible workforce.

Our application materials are available in a range of accessible formats, and we accept audio and/or video applications as well as written. If you require application materials in alternative format, please don't hesitate to contact recruitment@pipacampaign.com. Additionally, if you feel it would be useful for us to look at an access statement you have already created, please feel free to attach that with your application form.

If you require the Application & Monitoring form in an alternative format, please email: recruitment@pipacampaign.com. Ali, our Operations Manager, can arrange a phone or video call to take down your answers.

All monitoring form discussions will be kept strictly confidential, and the contents do not form part of the recruitment process

End of Document.