



## **JOB DESCRIPTION**

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

- 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**

- 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

**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.)



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](mailto: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](mailto: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*

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