

Head of Programme (St Anne's House)

Position: Head of Programme (St Anne's House)

Responsible to: CEO

Responsible for: All programming team which currently includes:

- Community and Engagement Producer
- Youth Programme Producer
- Communications Producer
- MA Curating Placement (UWE)

Applications Open: Tuesday, 20th August 2024

Deadline for Applications: Tuesday, 24th September 2024, 10am

Candidates notified of shortlisting: Monday, 30th September 2024

Interviews: Wednesday, 7th October 2024

Who are we?

Bricks

Bricks is a Bristol based social enterprise and charity that works with local and creative communities to programme collaborative activities and secure the spaces our communities need to thrive in the long term.

We work to local ambition, love partnerships, and believe that culture and creativity have a strong role to play in shaping civic life.

We currently deliver on our mission via our flagship projects St Anne's House, and Bricks Public Art & Creative Infrastructure Agency, with plans to expand this group with new projects, enterprises, and sites.

We formed in 2019 as a charity, and took on the lease of St Anne's House in 2021.

St Anne's House

St Anne's House (SAH) is a creative community hub grown from the ambitions of the communities of St Anne's and the creative communities of the West of England.

At St Anne's House you will find creative and community projects, rooms to hire, youth projects, community cafe, cooperatively run gym, community sauna, play therapy, social prescribing, artist studios, coworking, artist project space, rehearsal space, wellbeing therapy rooms, ceramic studios, and much much more.

Some of this is delivered by Bricks, other parts are run by long-term tenants, others by a wide range of people, projects and communities that use our ground floor spaces flexibly.

Our aim is to build community resilience, foster connections, grow local talent, inspire creativity, and provide a space to test out new ideas.

Now with an extended lease we are in a collaborative partnership to model how St Anne's House could develop through long term community asset transfer of the building to Bricks, this will unlock the opportunity to run a capital development programme to retrofit the building and secure its future use and viability.

Bricks Public Art & Creative Infrastructure Agency

Bricks Public Art & Creative Infrastructure Agency partners with local communities, developers, and local authorities in the West of England to write and deliver programmes of creativity in connection to new developments, often via S106 or planning conditions. This can include permanent artworks, engagement programmes, transient work and

performance. This also includes our work to support the creation of new creative infrastructure.

We support external partners to vision future creative and social infrastructure and back that up with realistic and deliverable plans. This has previously included projects such as creating a future use plan for The Tabernacle in Kingswood, St Anne's House and Trinity Road Police Station.

Main purpose of the job:

Head of Programme (St Anne's House) is a new role for Bricks. The core of the role is to lead in the strategic planning and delivery of high quality, community-responsive programmes of activity that support the delivery of Bricks' mission.

The Head of Programme (St Anne's House) will lead the programming and communications team on the projects that Bricks programmes directly at St Anne's House, while the programme that operates on a commercial basis (such as via room hire or tenancies) is delivered via our operations team.

This currently sits within the pillars of:

- Community and Engagement
- Youth Programme
- Publishing
- Arts

Building on work done to date, you will agree on a creative direction for these programmes in partnership with the CEO, team and board, then lead on its delivery, finding a balance between projects that have a longer lead in along with more responsive programming.

You will bring a consistency of approach, setting a clear path for our creative and social impact work, and line management of our programming team.

This is an exciting time to join Bricks; now over three years in to our time at St Anne's House, we can continue to refine our processes, raise artistic quality, plan longer in to the future and, crucially, deliver on our remit to bring high quality creative projects to the heart of communities, led by the ambition of local people.

We have delivered a strong community-responsive programme over the last three years, and now want to build on our contemporary art remit, taking on larger more ambitious projects, giving artists space to create, working with communities in more long-form ways, building on our cross artform/ cross sector collaborative working.

What kind of projects have we worked on so far?

Check out our two websites; [Bricks](#) & [St Anne's House](#), to see projects we have previously delivered and are currently working on, but as an indicative list see below:

St Anne's House - Youth Programme

- [St Anne's Young People](#) (open access) - weekly session for any young people 13+ in collaboration with Creative Youth Network.
- Holiday Activity Fund - food and creative programme for school holidays for young people in receipt of free school meals.
- Young Company in the City (St Annes) - Bristol Old Vic collaboration on a three month youth theatre project.
- Summer School - in partnership with Clarion, MAYK and Screenology.
- Filmmaking for the Future - twelve week free filmmaking sessions in partnership with BFI, Screenology and Bio Leadership

St Anne's House - Community Engagement Programme

- St Anne's Community Living Room.
- Free to access weekly, fortnightly and monthly programming led by and with local residents - Morning Meet Up, Mini Milk, 4 O'clock.
- Free to access quarterly flash points - Open House, Autumn Fete, Spring Thing.

- Collaborating with other charities to deliver community focused activity (Batch Cook Club, Reengage, Shared Reading).
- Community Anchor work - Coordinating activity on a ward/ area level for programmes such as Community Hubs cost of living response, Community Resilience Programme, Locality Health Partnership.
- Working with local residents to shape the future of St Anne's House i.e. St Anne's Action Group.
- Briz Pot.
- Supporting local volunteering at St Anne's House, enabling community members to start and lead their own activities, and test ideas.

Artist Focused Programme

- [Bricks Artist Programme](#) - 2020 programme of artist network, micro commissions, talks and podcasts.
- [St Anne's House project space](#) - 2021/22/23 programme of micro residencies and partnership projects, including:
 - [Transactionland](#) by Rachael Clerke
 - [Exchange](#) with Arcade Campfa
 - [On Skin](#) with Yuko Edwards
 - [OOPARTs](#) with Ben Hartley & Buoy Buoy Buoy
 - [Fat Rascals](#) with Jessica Akerman
 - ['Section 28 and Me'](#) Tea Party with Tom Marshman
 - [RE:COLLECTION](#) with Ellie Shipman
- Partnerships - such as [Demostage](#) with MAYK as a way to hear of and network new ideas

Community Publishing

- [Bricks Podcast series](#) - commissioning artists to explore the creative potential of this medium.
- [BRIZ Magazine](#) - a community newsletter for Brislington.
- BRIZ Map - a map of community spaces and green spaces for Brislington.

Collaborative Research

- [Working the Workshop](#) - exploring the workshop as a form in contemporary arts practice.

- [Generous Food Futures](#) - exploring digital creative futures in neighbourhood food systems.

Responsibilities

Programme Lead, Partnerships and Team Management

- Set up programming policies for St Anne's House, across all programmes.
- Support producers to deliver against those plans.
- Line manage producers including regular 121's, annual reviews, setting and managing KPIs, and staff development plans.
- Develop new partnerships and opportunities for St Annes House in line with our mission and vision.
- Develop partnership policies, and support producers in the partnerships they are developing.

Fundraising and Fund management

- Lead on major programming fundraising bids including to lottery programmes (arts, community, heritage), local and regional authorities, trusts and foundations.
- Support producers on smaller bids.
- Support producers to meet their obligations in grant agreements and partnerships.
- Support producers to report on their spending to funders as required.
- Manage fundraising/ income and spending targets, and staff capacity.
NB The ambition is to recruit a Fundraiser, however this is currently done by project producers/ SMT.

Senior Management Team

- Join the Senior Management Team (SMT) alongside CEO, Head of Operations and Heads of Finance(s).
- Participate in the Bricks board subcommittees, which combine trustees and SMT including:
 - Finance & Risk
 - Fundraising & Income

- Capital Project
- Contribute to Bricks annual report to the Charity Commission.
- Produce programme updates/ reports for the CEO and Board of Trustees.

Communications

- Line manager for Communications Producer across all their Bricks work, including Operations and Public Art.
- Support Communications Producer in the planning and delivery of all our communications, across St Anne's House programme, organisational communications and wider St Anne's House communications
- Work with the Communications Producer to effectively monitor, and report on our communications
- Support the recruitment and contract management of freelance contractors.

Social Impact and Evaluation

- St Anne's House is currently working with an external consultant, to set in place a Theory of Change and Evaluation Framework. You will oversee the implementation and monitoring of this, alongside producers and wider SMT.

Forecasting and Budgeting

- Work with the Heads of Finance and SMT to set and monitor financial forecasts for St Annes House Programme.
- Support budget holders to plan and deliver funded projects within budget.
- Liaise with the Head of Operations and Heads of Finance to contribute to the organisation's forecasting and budgeting.

Person Specification

Essential Experience

- Experience of managing and supporting a team
- Experience delivering creative collaborative projects with communities
- Experience commissioning creatives
- Experience managing budgets
- Experience fundraising

Desirable

Note that not all of these things are expected, we want to hear about your relevant experience.

- Experience delivering creative projects, visual arts and public programming.
- Experience working with community-led creative projects, taking an asset-based approach.
- Experience working on youth programmes that champion youth voice.
- Experience working within, or in partnership with, a local or regional authority.
- Experience as part of a management team.
- Experience of business planning, in a creative and/or community setting
- Great interpersonal communication skills
- Experience in safeguarding procedures
- A connection to Bristol and the surrounding area, or good knowledge of local networks and creative organisations
- A connection to St Annes.

How to apply

Pre application

- If you require this job description in another format please contact us hr@bricksbristol.org
- FAQ will be listed on this [live document](#).
- If your question is not answered on the FAQ document, please email hr@bricksbristol.org with your question.

Application

- 1) Apply by email to hr@bricksbristol.org with one PDF that contains:
 - Cover letter setting out your suitability for the role and relevant experience - of no more than two sides of A4.
 - Your CV.
 - Your availability for a start date.

You can use video/audio as part of your application in place of a cover letter, which can be up to 5 minutes long.

- 2) Please also fill in the [monitoring form](#). This is anonymous and kept separate from your application.

Bricks strives to promote equality and diversity at all levels of our team. We are committed to equality of opportunity, to being fair and inclusive in our ways of working, and to being a place where all belong. We value diversity and inclusion and therefore particularly encourage applications from you if you are from a background that is underrepresented in the arts and culture sector.

Feedback

We welcome feedback on how we can improve our recruitment processes, you can do this via email to hr@bricksbristol.org or via this anonymous form: [here](#).