
29th June – 8th July 2018

bradfordlifest.co.uk

Ashfield Building, Richmond Road, Bradford, BD7 1DP, 01274 238283

Job Title: Education Programme Manager
Reports to: Director
Location: Bradford
Salary: £23,000 to £25,000 pa
Working Hours: 09:00am – 5:30pm, Monday – Friday. *Flexibility is essential particularly during the festival period.*

Background: Bradford Literature Festival is an annual, ten day festival, held between June and July each year in the heart of Bradford. The festival was launched in 2014 with the aim of creating a national destination festival that would excite and encourage both children and parents to engage with books and reading.

A key aim of the festival is to raise aspirations and literacy levels within the Bradford district. The festival's school's programme was launched in tandem with the public programme and has grown year on year, creating high quality events that are free to all schools within Bradford. Feedback from teachers, pupils and participating authors, together with long term mapping of other literacy work carried out in the district, has provided a clear view of gaps in provision and has helped to identify where existing work requires further consolidation.

Bradford Literature Festival is looking for a Education Programme Manager to aid with:

- further development of the festival's schools programme
- development and execution of a National Educator's Conference
- development of a year round programme of engagement

Job Description

Under the direction of the Festival Director, the Education Programme Manager will:

- Lead in the creation of a year-round school's engagement programme that links to each Key Stage, from Early Years to Key Stage 4.
- Lead in the research, development and execution of a 3 day National Educator's Conference with CPD accreditation.
- Work with the core programming team to create the festival schools programme.
- Work with the wider team to support marketing, bookings, recruitment, relationship management and operations for the successful delivery of the programme.
- Oversee execution of events during the festival, managing a dedicated schools team made up of both paid staff and volunteers.

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- Take the initiative in developing new opportunities for children and young people to engage with the festival.
- Establish strong relationships with teachers, schools and administrators across the Bradford district, developing BLF's understanding of the challenges faced.
- Create partnerships with other literacy charities where appropriate.
- Manage the schools programme budget.

Personal Specifications

Essential

- Experience of creating a programme of learning activities aimed at children and young people.
- Experience of effectively managing and prioritising multiple strands of work simultaneously.
- Proven organisational skills and ability to work to deadlines and under own direction.
- Knowledge of the National Curriculum and how schools work.
- Experience in developing relationships with schools and other education and literacy organisations.
- An articulate communicator and influencer who can develop long standing relationships both on the phone and in person.
- Excellent verbal and written skills.
- Ability to lead and motivate a team.
- Knowledge of Microsoft Office including a comprehensive knowledge of Excel.

Desirable

- A proven commitment to tackling social exclusion and promoting cultural diversity in education and the arts.
- Capable of working in a small, close-knit team.
- Ability to work flexibly when required, particularly during the core festival period.
- Previous festival experience.
- Experience of managing staff.
- Experience of setting and managing budgets.
- A passion for literature.

Personal Attributes

- Demonstrate sensitivity and possess the ability to manage a range of stakeholders
- Team player.
- Confident independent worker.
- Adaptable problem-solver.
- Ability to work under pressure and deliver to tight deadlines.
- An advocate for children and young people, and an understanding of the complex needs and difficulties of engaging young people.
- Passionate about the transformational power of the arts.



HOW TO APPLY

Please send a 2 page CV along with a covering letter responding to the job description, explaining:

- Why this opportunity interests you (up to 300 words).
- Your relevant experience.
- What skills and qualities you can bring to Bradford Literature Festival.
- Your educational qualifications.
- Your notice period for your current work.
- Your full contact details (including any relevant web links).
- When we can best contact you.
- Names and contacts of 2 referees that will be available to be contacted (at least one must be a recent employer).

Please note that given anticipated demand, we can ONLY respond to those we invite for interview.

If you have any questions, or require further information prior to submitting your application, please contact jobs@bradfordliteraturefestival.co.uk. Applications should be sent to the same email address.

For more information on the festival and our schools' programme please visit: <http://www.bradfordlitfest.co.uk/schools>

You can also follow us online:

<https://www.facebook.com/bradfordlitfest>

<https://twitter.com/BradfordLitFest>

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