

Freelance Programme Director (parental leave cover) for Art & Soul



Introduction

Art & Soul is seeking a Programme Director to join Art & Soul on a freelance basis. This parental leave cover contract would suit an arts programme manager with experience of working with vulnerable groups and an understanding of mental health. This is an exciting time to join Art & Soul - the organisation has recently developed its reach significantly, responding to the Covid pandemic with a nationally recognised programme of remote activities and creating new partnerships with organisations that support mental health for children and young people. The programme director role works with the trustees to lead the organisation and manages the team of art therapists and art practitioners to fundraise for and deliver the programme. The role would suit someone who has experience managing arts projects, fundraising and leading on evaluation, ideally in an arts and mental health capacity.

Role Description

Overall/ main purpose

Develop and deliver the Art & Soul programme of workshops, events and exhibitions, aimed at supporting people of all ages with mental health issues across South-West London. The role is freelance, approximately one day per week between September 2021 and August 2022.

Context

We're a charity in South-West London providing a range of therapeutic arts workshops and other creative activities for local people, to help improve their mental health. With growing evidence that workshops like ours can help enhance emotional wellbeing, we welcome everyone, regardless of their artistic ability. All the workshops and events we hold throughout the year are free, thanks to the support of individuals and a [range of organisations](#). Further information about Art & Soul can be found on our website www.artandsoul.org.uk.

This role will provide parental leave cover for our Freelance Programme Director, Betsy Lewis-Holmes and will focus on delivering current programmes as well as development for the future. We have some exciting and innovative projects planned for the next six months to build on the success of the work we've achieved during the pandemic. This will allow you to provide innovative and creative input as well as an opportunity to contribute any future initiatives working with our team of creative practitioners. The role includes the opportunity to lead on some fundraising activities and partnerships, supported by our Board of Trustees

to prepare for the 2022 programme. This freelance contract is grant-funded through the current Art & Soul programme.

Workshop and practitioner management

- Managing team of freelance practitioners and contractors ensuring workshops are delivered to budget and as per funding applications.
- Monitor practitioners' work according to the Art & Soul policies.
- Overseeing risk assessments and ensure any issues are quickly actioned.
- Reviewing practitioner evaluation reports for set projects to fulfil funding criteria

Safeguarding

- Act as Designated Safeguarding Lead (DSL) for the organisation to ensure relevant and up-to-date training and information is available to practitioners.
- Monitor, record and action any safeguarding risks as reported by practitioner team.

Exhibition and events

- Deliver and manage the Art & Soul online festival and exhibition for Autumn 2021 (funding dependent), contracting freelancers as required.
- Fundraise for and manage the Art & Soul in-person exhibition for Spring/Summer 2022 at the Landmark Centre.

Communications and marketing

- Monitor enquiries about the charity and respond in a timely manner through the info@artandsoul.org.uk mailbox.
- Oversee Art & Soul communications and marketing to ensure the charity reaches its target audience and promotes its work on social media and local news channels.
- Act as an ambassador at designated events in maintaining the charities high standing profile in the community.

Fundraising and evaluation/reporting

- Research and prepare new grant applications and investigate alternative sources of funding with the support of Trustees.
- Managing funding applications to relevant funders to ensure continuity of the overall programme.
- Devise appropriate evaluation strategies and lead on Art & Soul's evaluation and monitoring/reporting.

Partnerships

- Continuing to develop new and maintain existing productive partnerships with key organisations to identify future opportunities for collaborative work.

Fee

£2800 (based on £175 per day) for September – December 2021. Further funding is currently being sought to provide sufficient resources for the 2022 programme with an expectation of a day a week minimum for this role.

Who we are looking for

This role would suit someone with experience of managing arts projects, with an understanding of issues relating to mental health and/or experience working with vulnerable groups and a good understanding of safeguarding.

How to apply

Please apply with a CV and cover letter to info@artandsoul.org.uk

Applications should be received by 6pm on Friday 9th July. Informal enquiries about the role can be sent to the same address.