



## Arts and Heritage Alliance Milton Keynes Programme and Partnership Manager

---

<b>Contract Title:</b>	Programme and Partnership Manager
<b>Client:</b>	Arts and Heritage Alliance Milton Keynes
<b>Reporting to:</b>	Chair
<b>Duration:</b>	1 year 22.5 hours a week at £23 per hour
<b>Deadline:</b>	18 April 2019 12 noon
<b>Interview date:</b>	26 April 2019

---

### Introduction

The Arts and Heritage Alliance Milton Keynes (AHA-MK) is seeking an enthusiastic Programme and Partnership Manager to support our work to promote and develop the arts and heritage sector in Milton Keynes.

This is an exciting and varied role working closely with the charity Trustees and our 40 arts and heritage member organisations across Milton Keynes. You will be managing AHA-MK's core work and delivering collaborative projects and initiatives. This role would suit a self-starter, who enjoys a busy and varied workload, is skilled in influencing and partnerships, and who has a good understanding of and passion for the cultural sector. There is real potential to grow and develop this role and the impact of AHA-MK in the city.

This contract is offered on a freelance basis for 1 year with the potential to extend if further funding is secured. The contract is part time and flexible for 22.5 hours per week with the potential for more hours if further funding is secured.

### Background

Founded in 2003 as a trailblazer for working in partnership, AHA-MK is a sector-led, collective platform for culture in our growing city of Milton Keynes. We work collaboratively and strategically to position culture as a catalyst for the new city of Milton Keynes to be an outstanding and inspiring place in which to live and work and to visit. AHA-MK delivers to the *MK Creative and Cultural Strategy (CCS)* and *MK Futures 2050 'Big Project 6: Creative and Cultured City'*.

AHA-MK is a unique organisation in the UK, both in the way we bring together arts and heritage and how we champion and support the sector. We harness and focus the drive and passion of our members who create the cultural landscape of MK. We provide the space for members to step out of day-to-day delivery to combine forces, ideas and resources to deliver important strategic aims for the city. We deliver continuing professional development programmes, strategic consultation, advocate good practice, champion cultural impact and support members in their development. We work in partnership with our members, creating a platform for exciting projects that develop and diversify audiences and raise the impact and profile of culture as a driver of social change and place-making in Milton Keynes.

This is an exciting time to join AHA-MK following a member review of our vision and mission in 2018.



Our new Mission statement is:

*As the unified, independent voice for Milton Keynes culture, AHA-MK is a cultural leader and pioneering, place-making partnership.*

*We work collaboratively and strategically through our members and partners to position culture as a catalyst for Milton Keynes to be an outstanding and inspiring place in which to live and work and to visit.*

AHA-MK took the lead on the MK Cultural Education Partnership, in response to the Arts Council England Cultural Education Challenge launched 2015, which encouraged the arts, culture and education sectors to work together. We are delighted to have received MK Council investment for 2019/20 to develop the impact of cultural education in MK to support the creative and cultural wellbeing and skills of MK children and young people.

The new Programme and Partnership Manager will also be at the forefront of developing a new MK Cultural Inclusion, Diversity and Equality Action Plan for 2019/20, working with MK Council, stakeholders and the arts and heritage sector.

## **Duties and Responsibilities**

The Programme and Partnership Manager will work with the AHA-MK Trustees to support AHA-MK and its members and champion the rich heritage and creative future of Milton Keynes.

### Strategy and Direction

- Communicate, promote and deliver to the new AHA-MK Mission, Vision and Manifesto.
- Support Trustees with the strategic development of AHA-MK.
- Identify opportunities to develop AHA-MK collaborative projects and funding.
- Represent AHA-MK's role as a Cultural Leader, contributing to the creative and cultural future of MK.

### AHA-MK membership

- Develop the membership offer.
- Support and connect our arts and heritage members, developing partnership opportunities, providing advice and acting as a point of contact.
- Manage the regular networking, continuing professional development and member meetings of AHA-MK. Programme Forum meetings to provide inspiring speakers and varied content that share best practice and encourage innovation and collaboration.

### Promote the transformative impact and value of culture

- Demonstrate the impact and value of culture on the economy, on wellbeing, cohesion and skills. Build evidence including the annual date sharing process (Datashare) collated from members.
- Liaise with AHA-MK stakeholders, cross-sector decision-makers, and funders including MK Council, Arts Council England and Artswork, to promote the value of creativity and culture.
- Coordinate consultation and representation for key city strategies, plans, reports and budgets so that the arts and heritage sector responds with a collective voice.



- Represent AHA-MK as a strong voice for the arts and heritage sector at key meetings and events.

#### Cultural Education for MK children and young people

- Develop the impact of our MK Cultural Education Partnership under its new brand name MAKE.
- Build the relationship between schools, the youth sector, colleges and universities to develop a richer cultural education offer within MK.
- Recruit and support a freelance Schools Engagement Coordinator to target schools and advocate for cultural education
- Work in close partnership with the Strategic Manager of Artswork, the Arts Council England South East Bridge for Cultural Education Partnerships
- Develop productive relationships with key partners including MK Council, the Health and Wellbeing sector, the business sector, and organisations working with young people, to advocate for MAKE and encourage support and investment.
- Support the roll out of the Cultural Education Strategy and Action Plans, facilitating the MAKE partners' development and delivery of collaborative activity.
- Work with Artswork to deliver the newly funded Transition programme for MAKE, including the recruitment of a Development Mentor and the roll out of a fundraising training and mentoring programme for MAKE members. Implement programme evaluation, report to funders and develop appropriate bids for new funding.
- Support MAKE delivery partners to achieve agreed objectives and outcomes for 2019/20 with robust evaluation:

MK College: Young Creatives project

MK Gallery: MAKE branding project

Artis Foundation: Schools Connect programme

#### Project Management and Delivery

Manage and contribute to a range of projects:

- *MK Cultural Inclusion, Diversity and Equality Partnership Project*: work with MK Council, ACE and partners to research and evaluate best practice within the wider cultural sector and develop an Action Plan.
- Identify opportunities to develop and fund collaborative projects that support AHA-MK's core aims.

#### Communication and Publicity

- Communicate regularly with AHA-MK members in respect of AHA-MK business, updates and sector invites.
- Advocate regularly for the work of AHA-MK, its members and the arts and heritage sector, sharing examples of best practice and the demonstrating the impact of culture, including through the annual report and the annual Datashare.
- Promote AHA-MK collaborative activity through press releases, blog posts, social media etc.



- Manage the:
  - AHA-MK website, keeping it up to date and relevant
  - @AHA\_MK Twitter account, sharing the work and events of member organisations
  - AHA-MK monthly Newsletter

### Fundraising

- Identify and secure funds from a variety of sources to further AHA-MK and collaborative projects that grow and support the arts and heritage sector.

### Governance

- Work effectively with the Chair, Treasurer and Trustees of AHA-MK, communicating regularly and efficiently, preparing for Board meetings and taking minutes.
- Manage charity governance requirements, including the Annual Report, annual return to the Charity Commission and charity policies.

## **Person Specification**

<b>Essential Skills and Experience</b>	<b>Desirable Experience/Evidence of Transferable Skills</b>
<p>Communication: ability to both write and speak well, and persuasively.</p> <p>Marketing: to include social media managing the AHA-MK website, twitter account.</p> <p>Relationship building: ability to build positive partnerships with a range of stakeholders: member groups, artists, funders, key stakeholders.</p> <p>Problem solving: ability to look at challenges and opportunities and develop strategies.</p> <p>Project management: good organisational skills, managing priorities and deadlines, understanding of process and budgets, managing a varied workload, project evaluation.</p> <p>IT skills: proficient in Microsoft programmes, Word, Excel.</p>	<p>Enthusiasm for, experience of working in and understanding of the arts and heritage sector.</p> <p>Understanding of the education sector.</p> <p>Knowledge of Milton Keynes.</p> <p>Bid writing to raise funds for projects and the development of the charity and members services.</p> <p>Governance: understanding of charity requirements, working positively with Chair, Treasurer and Trustees, setting agendas, writing minutes, preparing the annual report.</p>

## **Timescales**

The deadline for applications is 12 noon 18 April 2019. Applications will be shortlisted and interviews will take place on 26 April 2019.



## Application Process

Please submit an application containing:

1. Current and relevant CV
2. Statement of Interest outlining your interest and demonstrating your relevant skills and experience and giving details of 2 referees (no more than 3 pages).

Please submit applications to [hello@aha-mk.org](mailto:hello@aha-mk.org) by 12 noon on the 18 April 2019.