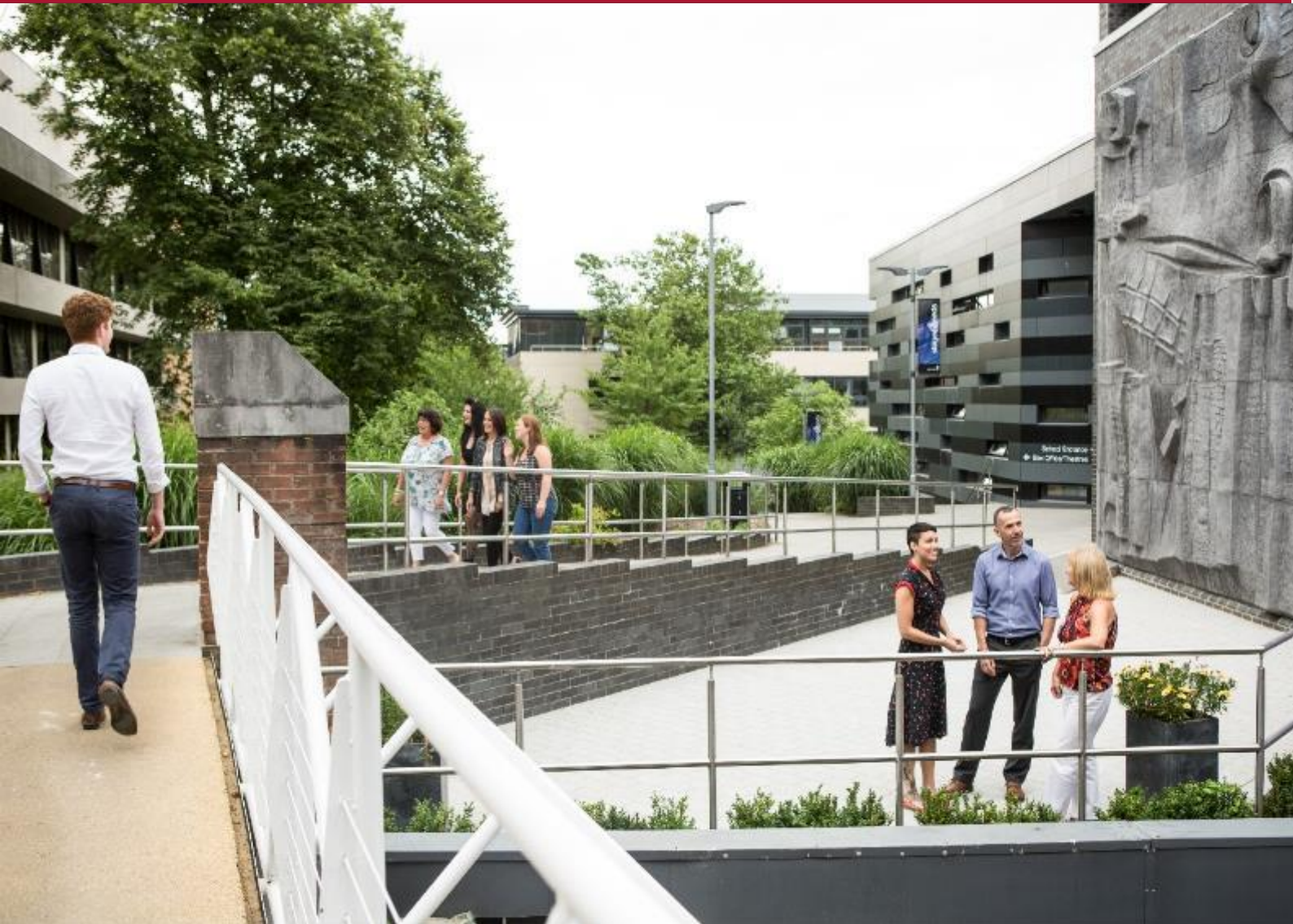




UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Centre Manager, Centre for Cultural Value
Faculty of Arts, Humanities and Cultures



Salary: Grade 7 (£33,199 – £39,609 p.a. pro rata)

Reference: AHPC11016

Closing date: 26 July 2019

Fixed-term for 5 years from October 2019

Part time, 60% of full time

**Centre Manager, Centre for Cultural Value
School of Performance and Cultural Industries,
Faculty of Arts, Humanities and Cultures.**

Are you a project or programme manager with significant experience of planning, establishing and delivering complex multi-partner projects? Have you worked with arts and cultural organisations? Are you passionate about supporting research and dissemination on projects of cultural value?

If you thrive on managing complex programmes, organising inputs from several partners and coordinating the work of researchers, cultural partners and fellow administrative staff, this is an exciting opportunity for you to make a real difference.

Applications are invited for a Centre Manager to support the establishment and development of the new national Centre for Cultural Value, funded by the AHRC, Arts Council England and Paul Hamlyn Foundation. You will be part of a dedicated core team and a wider national network which will engage with and beyond the arts and cultural sector to support knowledge exchange in areas related to cultural value.

The Centre for Cultural Value will act as a custodian for cultural value research and as a bridge and facilitator of new and existing networks related to cultural value. As the Centre Manager you will work closely with the Centre Director to provide high-level project management to ensure the achievement of the Centre's key strategic objectives and will line manage a small core team, comprising a Communications Manager and a full-time Administration and Events Officer.

You will have proven experience of managing and supporting high profile research projects and/or centres alongside excellent strategic management, administration, and organisational skills.

What does the role entail?

As a Centre Manager your main duties will include:

- Provide high-level project management to ensure the achievement of the key strategic objectives of the Centre for Cultural Value (CCV);
- Develop and maintain effective working relationships with funders and collaborative research partners, including multiple industry partners;
- Provide high level support to Centre meetings and workshops, including team meetings;



- Help develop, and then to collect data and report on, the identified KPIs of the Centre, including the drafting and preparation of written reports to service the Advisory Group and Funders Forum;
- Line-manage the Communications Manager and Administration and Events Officer alongside any other temporary staff who may be brought in at a subsequent date;
- Manage all the finances of the project and compliance with the funders' terms and conditions;
- Develop and implement the evaluation and monitoring frameworks and coordinate reporting and reviews of performance with partner organisations, funders and other stakeholders;
- Manage the impact assessment and monitoring & evaluation of the Centre's activities;
- Draw up and oversee the Centre's seed funding scheme, preparing necessary documentation such as application forms and reports;
- Develop, manage and maintain appropriate networks, within the University of Leeds, across all partner institutions, and across the arts and cultural sector;
- Offer high-level support and planning for the effective delivery of Centre events, including hosting/presenting where appropriate;
- Oversee the Centre's budgets and to produce regular reports on spending against key milestones for all necessary audiences;
- Provide expert advice and guidance to the Centre Director on all aspects of University administrative policies and procedures;
- Represent the Centre, both internally and externally, when appropriate;
- Identify potential or actual risks (financial or otherwise) arising and take all reasonable steps to minimise or eliminate risk in all dealings with the project partners and sub-contractors;
- Oversee the development and implementation of the CCV's Leverage Plan;
- Help identify and secure new sources of funding and philanthropy for the Centre and for activities that fit within its evolving interests;
- Offer assistance with funding applications which are of strategic importance to the Centre.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Centre Manager you will have:

- Proven management and line-management experience including planning and delivering complex multi-partner projects or programmes;
- The intellectual ability and analytical skills to think and act strategically and to deal with complex problems associated with industry-focused projects;
- Experience of networking and collaborating with external arts and cultural organisations;
- Demonstrable ability to effectively manage and motivate staff;
- Experience of organising conferences, seminars, workshops and public engagement activities;
- Experience of monitoring KPIs and collecting and evaluating impact;
- Excellent interpersonal skills, including the ability to interact with others on a multifaceted, multi-site project;
- Experience of drafting and managing budgets;
- Experience of working under pressure, and of dealing calmly with challenging situations;
- High level of accuracy and attention to detail;
- Excellent project management, time management and organisation skills;
- Excellent written and oral communication skills;
- Proven ability to work independently and to tight deadlines;
- Flexible and adaptable, with a proactive and positive approach.

You may also have:

- Experience of designing and/or populating online platforms;
- Experience of fundraising;
- A track record in research management including leading multi-disciplinary teams.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).



Contact information

To explore the post further or for any queries you may have, please contact:

Dr Ben Walmsley, Centre Director & Principal Investigator

Email: B.Walmsley@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

