



### **Role description: Learning and Programmes Manager at The Bank**

Chopwell Regeneration CIO is looking to appoint an energetic and experienced Learning and Programmes Manager at The Bank in Chopwell. This post will lead on the development and delivery of vocational, educational, cultural and leisure programmes that run from The Bank. The successful candidate will have excellent community engagement skills and experience of producing programmes with regional partners that are driven by the interests and needs of local communities.

This is an exciting new role. You will be joining a small, friendly and driven team of 4 people who want to make a positive difference to people's lives.

#### **What is The Bank?**

The Bank is a new social enterprise space in the heart of Chopwell, opening in October 2021. It will provide a welcoming space for our community to meet, eat, take part in activities and learn new skills. It will combine a range of services including a cafe, evolving training programmes, social events, and spaces for local businesses to start up and grow. More information about The Bank is available at [www.chopwell.org/the-bank](http://www.chopwell.org/the-bank) and on The Bank, Chopwell's Facebook page.

#### **Who is Chopwell Regeneration CIO?**

Chopwell Regeneration CIO is a charity that was formed by residents of Chopwell in 2017. Our charity is dedicated to making Chopwell an even better place to live. Our 8 trustees work with over 130 members and 100+ volunteers from Chopwell to create grassroots projects that first and foremost benefit the people who live here. This includes everything

from social events to training programmes, to our biggest project yet - refurbishing the former Lloyds Bank and turning it into a space that will become a well-used, valuable community asset.

### **If you work for The Bank, you work for Chopwell!**

Quite simply, any staff working at The Bank work for the people of Chopwell. It is essential that every staff member we recruit, whatever their role, will be interested and engaged with the people who live here. They will encourage people who live here to get involved and they will be sensitive and responsive to the different needs and interests of the village.

### **Key information about the Learning and Programmes Manager:**

**Hours per week:** This is a full-time position (37.5 hours per week).

The days of working will be agreed with the successful candidate but it is essential you are able to sometimes work on weekends and some evenings. This could be to deliver or supervise events running at The Bank or attend a meeting with trustees and Chopwell residents.

**Holiday:** 6 weeks paid holiday per year (includes bank holidays)

**Pay:** £25,000 to £28,000 depending on experience

**Pension:** 4% Employer contribution

**Place of work:** The Bank, 19-21 Derwent Street, Chopwell, NE17 7HU

**Reporting to:** the Chairman of the Board of Trustees

**Contract term:** Initial fixed term contract for 1 year. 3 month probation period. We plan for this post to be extended but this is subject to funding.

#### **Key areas of responsibility:**

The Learning and Programmes Manager will be responsible for a range of key activities at The Bank. He/she will be responsible for:

- Planning, organising and managing all training and education programmes, community workshops, activities and classes.
- Building and managing budgets for all training, educational and events programmes.
- Developing and maintaining successful partnerships with external institutions, service commissioners, agencies and community groups.
- Bidding for and securing contracts and grant funding for training, educational and events programmes.
- Recruiting and managing training providers.
- Securing contracts, grants and partnerships to enable these activities.
- Recruiting participants. including organising outreach engagement activities.

- Working with participants to identify needs and help guide them to suitable support at The Bank or elsewhere.
- Monitoring and evaluating programmes to enable learning and reporting to Trustees, funders and stakeholders.
- Liaising with the Front of House Manager to design and deliver a diverse, exciting programme of events for Chopwell residents. This includes projects we have been funded to deliver, as well as new projects still to be created *for and with* residents.
- Working with the Front of House Manager to establish regular social and cultural events (this could include arts and maker events, after school clubs, film events, computer coding and gaming events, weekend morning events).
- Commissioning new artists and creatives to deliver activities, performances and installations at The Bank, and managing The Bank's relationship with them.
- Serving as an advocate for The Bank, strengthening our local partnerships and actively finding new partners to work with.
- Working closely with all staff at The Bank and the Chopwell Regeneration Trustees to evaluate, plan and deliver a joined up programme of activities.
- Ensuring The Bank's programme of activities and events contribute to The Bank's fundraising and income targets.
- Recruiting, communicating with and supervising volunteers as and where appropriate.

### ***Skills and experience:***

#### **Essential:**

- Knowledge / experience of vocational training courses and their delivery.
- Experience of working with young people, particularly in a training capacity.
- Experience of leading and delivering cultural, educational, or community projects for a range of community groups.
- Experience of creating local and regional partnerships.
- Experience of co-production / working with community groups to produce activities and events.
- Fundraising and/or bid-writing.
- Budget management.
- Excellent verbal and written communication skills.
- Self-starter who is able to demonstrate initiative and create projects from scratch.
- Well organised with a high level of attention-to-detail.
- Passionate and driven to carry out work that has a positive public impact.
- Adaptable to change and willing to embrace new ideas and processes.
- Ability to work unsupervised and deliver quality work.
- Positive, friendly and approachable manner.
- Team player.

#### **Desirable:**

- Experience of managing or supervising volunteers.
- Experience of working within a social enterprise, charity, arts or educational organisation.

- Experience of managing budgets.
- Experience of working with artists and arts organisations.
- Experience of working with both children and adults.
- A knowledge of Chopwell and/or Gateshead services.

**How to apply:**

Please send an email to [team@chopwell.org](mailto:team@chopwell.org) and include:

- An up-to-date CV (no more than 3 sides of A4)
- Brief description of your relevant skills and experience and why you are interested in this role (no more than 2 sides of A4)
- Contact details of 2 referees

Successful candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

**We welcome applications from Chopwell residents. Any applicant living in an NE17 postcode who meets the essential criteria will be guaranteed an interview.**

**Deadline for applications:** 5pm on Monday 20 September 2021.

**Interviews:** Late September (date TBC), and will take place at The Bank.

**Start Date:** Ideally by November 2021 but we will be sensitive to candidates' notice periods or personal circumstances that might prevent this.

If you have any questions about the role, please email [team@chopwell.org](mailto:team@chopwell.org). We will try and respond as quickly as we can but please appreciate the Board of Trustees are all volunteers who work sporadic hours for the charity.

We encourage you to read our business plan ahead of an interview. [Find it here.](#)