

Skills, Training and Education Lead, Factory Project

Thank you for your interest in the post of **Skills, Training and Education Lead, Factory Project**. Please find further information regarding this post below.

The closing date for applications is **29th March 2017, 5pm**

All short-listed candidates will be contacted by phone or email.

The Factory Project is based at the Manchester International Festival offices.

Please note – as we receive so many applications we regret that we are unable to reply to each one individually. If you have not been contacted by 17 April please assume that your application has not been successful.

To apply for this role, please complete the application form outlining your suitability for this (plus suitable references) FAO David Fox to recruitment@mif.co.uk – marking **STELFAC** in the subject field.

Please note, while this is a PAYE position, a secondment from another cultural/creative organisation would be considered.

Thank you for your interest in Factory. We look forward to receiving your application.

Yours sincerely

David Fox
Head of Administration (MIF)

Background - Factory

The Factory Project is seeking to recruit an outstanding individual to help lead the development of its skills, training and education (ST&E) programme over the next 12 months. Factory is a multi-million pound project to create a new large-scale, cross-art form space in Manchester, for the benefit of the city, the wider North and audiences across the UK. The project is moving forward at speed and has recently announced that the facility will be run by **Manchester International Festival**. Factory represents a unique setting in which to inspire and nurture a new creative generation and will have - at its heart - a commitment to imaginative and impactful creative skills, training and education programmes.

An initial vision for these programmes has been outlined and we are now seeking to recruit an exceptional individual to test, drive forward and build upon this vision over the next 12 months.

JOB DESCRIPTION

Job Title: Skills, Training and Education Lead, Factory Project

Reporting to: Factory Project Director, working closely with the MIF Executive team and Creative Learning Director

Duration: 12 months

Main Purpose of the Post

The main purpose of this role is to work closely with the Factory/MIF team to build an ambitious and impactful offer for this new, landmark cultural facility.

Responsibilities

The main responsibilities of the role will be:

Programme development

- to develop Factory's skills, training and education offer - its objectives, programmes, partnerships and impact;
- to lead on strategic development of innovative, industry-led apprenticeships and placements as part of this offer;
- to work with MIF's Creative Learning Director to develop an integrated approach to participation, learning and training in the overall programme

Partnership development

- to develop a partnership of local and national sector employers as well as appropriate HE/FE institutions and training providers to collaborate on developing new apprenticeship and training offers;

Budget/Fundraising

- to lead on overall budgeting for the ST&E programme, working closely with Factory Project Director
- to help establish the objectives (For the furtherance of Skills, Training and Education) for the Factory Trust – a trust that will be established to drive the necessary fundraising

- to support the work of the Trust as required, developing bids as necessary

Organisational

- to support the new development of the future team structures required to deliver Factory's new ST&E ambitions alongside its learning, participation and engagement activity.

General

- Work with Factory Project Director to keep all plans documented and all stakeholders, including key funders, fully informed of developments, risks and plans.
- Any other duties that are commensurate with the post.

Person Specification

We are seeking a dynamic and experienced leader to ensure the development of an outstanding and high-profile ST&E offer as part of this ground-breaking new facility.

You will have a passion and energy for driving the cultural skills agenda and a clear understanding of the role that Factory can play in galvanising new opportunities in the creative sector in Manchester.

You will have a proven track record in strategic development of ambitious and innovative skills programmes involving multiple partners across industry and education, and an innate ability to develop strong and effective stakeholder relationships, quickly gaining the trust and respect of colleagues, peers and senior stakeholders.

Key attributes will include:

Knowledge and experience

- Exciting, strategic, visionary ideas for developing new ST&E opportunities within the creative and cultural sector
- extensive knowledge and understanding of the current UK landscape for skills, training and education (from school through FE, HE and beyond)
- experience of working in a cultural and creative industries context and an understanding of sector challenges and opportunities for skills and training
- a strong track record of working collaboratively across government, public and private organisations to play a major role in delivering cultural, learning and employment outcomes.
- excellent understanding of the funding sources, partners and systems for skills and training programmes across the UK;

Communication skills

- a skilled communicator who projects credibility, speaks and writes articulately, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence
- ability to build collaborative and trusting relationships and shared vision across a range of stakeholders - gaining their full support for achieving shared outcomes

Analytical Skills

- strong analytical reasoning skills and with both an intellectual and practical focus:

Planning and Project Management

- a motivated and well organised leader with the ability to turn strategic ideas and objectives into practical, well organised plans:

- a strong track record of developing programmes with well-defined objectives, appropriately planned and resourced activities and successful outcomes with risks mitigated

Problem Solving and Strategic Thinking

- ability to plan and examine potential business processes and operating models and to develop a range of creative and original solutions.

Financial Management

- track record of successful financial planning and forecasting - able to monitor and maintain expenditure, ensuring that financial targets are met and delivering business performance and value for money.

People Management

- Given we are at the planning stage of the project you will not have any direct reports but you will work closely with the PD, MIF Executive and Creative Learning Director.
- You will be a team player whilst having the confidence and experience to work alone and a proactive approach to develop and drive activity forward at pace.

TERMS AND CONDITIONS

Salary: Dependent upon experience

Contract: 12 months

Location: Central Manchester

Hours: 35 hours per week. A secondment from another cultural/creative organisation would be considered. Part-time working is also a possibility

Annual leave entitlement is 25 days a year pro rata plus public holidays
There will be a two month probationary period for this position.

If you would like to talk about this role informally please feel contact
Jenny Baxter, Factory Project Director
OR
Fiona Gasper, Executive Director, MIF
Both can be contacted through the MIF office 0161 817 4500