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## **The Agency Project Manager Applicant Information Pack**

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The Agency Project Manager

Young People – The Agency

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# A home for the extraordinary

**We harness the incredible power of art, creativity and collective imagination to create a better future for everyone. A future that is more inclusive, more sustainable and more equitable.**

## **Mission**

We work with extraordinary people to create ideas that reimagine what's possible, inspiring positive change for both individuals and their communities.

We love to take creative risks, providing people who are often underserved or ignored by others, the space and the freedom to share bold new ideas that can inspire us all.

We are a learning organisation, and we're open about the times we succeed spectacularly and fail gracefully, as we believe this transparency helps us all to achieve extraordinary things.

## **Values**

We live by the old town hall motto, inscribed on our beautiful building

Not for me, not for you, but for us.

This is our guiding principle; our code of conduct, the north star for everything we do. Our aim is to always work compassionately, collaboratively and generously with others for the greater benefit of everyone.

## **Introduction & How to Apply**

Thank you for your interest in the role of Assistant Producer at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the online application.

All applications must be submitted by **10am 2 July 2024**. Successful shortlisted applicants will be invited to attend an interview during the week commencing **8 July 2024**. Interviews will take place in person at Battersea Arts Centre. We can provide a BSL interpreter if required.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. If you share a commitment to BAC's mission and values, we want to hear from you.

**We may contact candidates before the closing date** and BAC reserves the right to close submissions for this role early, should a suitable applicant be found, so please **apply as soon as possible**.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at [recruitment@bac.org.uk](mailto:recruitment@bac.org.uk).

We look forward to receiving your application.

## **Project Working**

BAC operates a project working structure, which means that teams and team members work flexibly across projects to deliver activity.

Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's strengths and specialisms, creating an innovative and open working culture.

Our projects all sit underneath the following areas of work:

- **Creative Impact:** our programme of work that supports artists, young people and communities, via public programming, creative development programmes and access to the venue.
- **Commercial Enterprises:** income generating activities including commercial events, building hires and retail.
- **Continuous Improvement:** projects that improve the way BAC works to make it more effective, efficient and equitable.

## **Working at Battersea Arts Centre**

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles, uphill. There is a disabled parking bay on Theatre Street next to the building. There are accessible toilets and a mix of loud and quiet spaces.

BAC is an innovative and diverse organisation and has around 60 members of staff. A culture of development and support is fostered through a combination of line management, in-house coaching, and individual supporter and mentor schemes.

BAC operates a **Dynamic Working** policy. This means we aim to create an environment that values experience and empowers colleagues to balance their professional and personal lives. It promotes inclusion and considers our whole team, creating a culture that respects the 7 day a week operational venue, with a range of skills, roles and requirements. The office is open every day from 9am and staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm and many of these will include an option to join online.

In general, those with admin focused roles work during the week and do a mix of days in the office and alternative locations. More operational roles are led by the programme of activity taking place in the building. Flexible working is welcome and agreed between the employee and line manager.

The role will involve some meetings, communicating via phone / video, email and in person, and using a computer for several hours across the day. Frequent\* evening and weekend work will be required as part of this role, plus travel to external partner meetings and events if the role requires it.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

### **About The Agency**

The Agency is a collaborative project directed at engaging and empowering young people within local communities to plan, structure and deliver their own projects. Using a methodology developed for working with young people living below the poverty line in Brazil, the project provides development opportunities for young people in the UK, helping them to launch social

enterprises and ambitious projects that positively impact the local area. The Agency is a National Programme established in 2013. It has been run Manchester, London, Chester, Belfast, Cardiff and Southampton. The Agency has also piloted in Feltham Young Offenders Institute for boys aged 15-17. With sustained support from our funders we are building on the strong foundations of the programme to continue to grow nationally, with more partners interested in the social impact of this creative methodology.

## **The Role**

**Responsible to:** The Agency Programme Manager

**Working Closely with:** The Agency National Coordinator

**Responsible for:** Project Facilitation Team

This role will be part of BAC's **Young People Team**. It may be expected to contribute to a range of projects, but the role will primarily lead on all our Creative Impact work as set out below.

## **General Description**

The Agency Project Manager is an exciting role, that suits someone with an interest in supporting young people to achieve extraordinary things. You will manage a creative team that run this award-winning project, in local communities around Battersea Arts Centre. You will support the delivery teams to ensure they are well equipped and supported to support young people who sometimes have complicated lives and are balancing different issues.

This role develops and maintains important and meaningful relationships with organisations and individuals including voluntary, public and community organisations, schools, youth clubs and other arts organisations that will support and develop the aims of The Agency.



You will develop and provide opportunities in mentoring, employment for Agency participants and alumni. While, provide on-going support and seek development opportunities for Agency alumni to maximize the impact of their projects in their location and beyond. This might include supporting on the delivery of their projects or writing funding bids with them.

The Agency is a key programme of BAC, and you will be able to get involved in other work connected to the programme, while ensuring that the Agency feels like an integral and well-connected part of the organisation's work which is visible to staff, board and audiences.

We are looking for someone with a passion the power of creativity, who will bring a dedicated and inclusive approach to external stakeholder and staff support, with strong organisational and time management skills to meet the demands of this exciting and dynamic role. You might have experience as a producer, youth worker, project manager or have worked in community engagement roles. You don't need experience of working in a venue – BAC can provide training and professional opportunities to support your development.

We can be flexible about how this role can work. Please talk to us in advance of application if you would like to discuss how this role could work for you. We would consider this role at either full time, 3 days a week (with reduced responsibility) or as a job share.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector.

A detailed outline of the tasks and responsibilities for this role, contractual terms & conditions and a person specification is outlined below.

The culture at BAC is a collaborative and open one. We work in an open plan space with no closed private offices and frequently work across teams and roles. We are lucky to have an outdoor terrace adjoined to the office which is particularly nice in the summer months. There's a good culture of people taking lunch breaks away from desks and two equipped kitchen and eating areas where the team tend to spend their down time. We organise regular social events and things can get competitive at our annual sports day and Christmas quiz. Though to be clear, spectating is respected as much as taking part here at BAC!

## Role Responsibilities

<b>Job Area</b>	<b>Description</b>
<b>Strategic/Project Delivery</b>	<ul style="list-style-type: none"><li>• Be responsible for the recruitment and retention of participants, ensuring their pastoral needs are met.</li><li>• Recruitment and line management of The Agency facilitation team, including Lead Facilitators and Assistant Facilitator.</li><li>• Develop successful partnerships with organisations and individuals from across the community, including voluntary, public, and community organisations, schools, youth clubs, and other arts organisations that will support the work of The Agency.</li><li>• Ensure the provision of resources for projects, such as space, equipment, and materials are provided.</li><li>• Be responsible for the monitoring and management of The Agency project budget.</li><li>• Work with other departments and various partner organisations</li><li>• Work with the independent evaluator to monitor and evaluate The Agency in line with the evaluation framework.</li></ul>

<b>Team and Collaboration</b>	<ul style="list-style-type: none"> <li>• To create innovative and engaging outreach work to develop the project.</li> <li>• Support the wellbeing of the young people during the project.</li> <li>• Be forward-thinking in generating and deploying new ways of reaching and working with a diverse range of young people.</li> <li>• Work collaboratively with The Agency team in developing new and exciting methods to engage young people within the workshops.</li> </ul>
<b>Skills Contribution</b>	<ul style="list-style-type: none"> <li>• Deliver outreach work in relation to The Agency project, targeting groups of young people from the engagement areas identified.</li> <li>• Take a leadership role in the delivery of workshops for young people where necessary.</li> </ul>
<b>Business Delivery</b>	<ul style="list-style-type: none"> <li>• To ensure effective and comprehensive administrative systems are maintained, and communication materials distributed.</li> <li>• Utilise office systems to ensure thorough planning, tracking, and evaluation of projects is achieved.</li> </ul>

	<ul style="list-style-type: none"> <li>• Organise marketing and publicity material for The Agency, working with other Agency partners.</li> </ul>
<p><b>General Tasks</b></p>	<ul style="list-style-type: none"> <li>• To maintain knowledge and communication for effective delivery of the project.</li> <li>• Keep up-to-date with developments within the arts and youth culture.</li> <li>• Represent The Agency at external events as required.</li> <li>• Establish and maintain good working relationships with all partner organisations.</li> <li>• Respect and adhere to the Health &amp; Safety policy, undertaking duties as required and ensuring that reasonable care is taken to maintain a healthy and safe place for public and staff.</li> <li>• Actively commit to the Equal Opportunities policy and Safeguarding policy.</li> <li>• To ensure company policies and procedures are met and all activity undertaken is legally compliant.</li> </ul>

	<ul style="list-style-type: none"><li>• As the post will require handling, processing, and recording of restricted information, confidentiality must be maintained at all times.</li><li>• Comply with all policies and statutory regulations.</li><li>• Any other duties as and when required.</li></ul>
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## Person Specification

When we shortlist, we use these criteria to select the best matched candidates.

<b>Criteria</b>	<b>Description</b>
<b>Knowledge:</b> the understanding of a subject or information that a candidate has	<b>Essential</b> <ul style="list-style-type: none"><li>• Understanding of youth lead initiatives.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Understanding of the local area where the programme operates.</li></ul>
<b>Experience:</b> the practical application of the knowledge that a candidate has acquired through working or living	<b>Essential</b> <ul style="list-style-type: none"><li>• Minimum of two years' project management experience ideally in managing participatory arts projects or youth programmes</li><li>• Experience of working with culturally diverse communities and an understanding of successful approaches to this work</li><li>• Experience of engaging young people through outreach work</li><li>• An enthusiasm for and experience in working with young people from a range of backgrounds and cultures – desirable</li></ul>

	<ul style="list-style-type: none"> <li>• Experience of providing pastoral care and support to young people</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of providing pastoral care and support to young people.</li> <li>• Experience of working with young people who may have complex needs or challenging behaviour.</li> <li>• Experience of delivering creative participatory projects in community settings.</li> </ul>
<p><b>Skills:</b> the specific abilities that a candidate has acquired through practice or training</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong organisational skills and ability and experience of managing complex budgets</li> <li>• Strong written skills and ability to write project plans, reports and evaluations</li> <li>• Ability to work under pressure, sometimes unsupervised and under your own initiative</li> </ul>



	<ul style="list-style-type: none"> <li>• Proficient IT skills including Microsoft Office software, Mac hardware, internet &amp; email</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Skilled in facilitating workshops and sessions with young people.</li> <li>• Versatile communication skills and ability to work with a range of young people, staff, artists, organisations, community groups and visiting companies.</li> </ul>
<p><b>Values:</b> the behaviours a candidate should be able to demonstrate</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A passion and commitment to arts with a social purpose</li> <li>• A commitment to Battersea Arts Centre’s mission &amp; values</li> <li>• Willingness to take part in professional development opportunities and to develop new skills</li> </ul>

## Terms & Conditions

**Salary:** £31,000 gross per annum

**Hours:** 35 hours per week, excluding a daily one-hour lunch break. We would welcome applications from people who would be interested in working part time and those interested in taking on this role as a job share.

Usual office hours are Monday–Friday, 10am-6pm. We offer flexible working where possible.

Frequent evening and weekend work will be required. All staff at Battersea Arts Centre are expected to attend performances and events and be a part of the artistic life of the organisation.

**Overtime:** No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.

**Annual Leave:** 4 weeks per year, pro rata (5 weeks following one full year of service)

**Probation period:** 6 months, with a 3 month review

**Notice period:** 2 months

**Contract Period:** **Fixed Term Contract until Jun 2026**, extension possible subject to additional funding.

## **Workplace**

**Pension Scheme:** BAC's pension scheme is provided by NEST

**Staff Benefits:** Complimentary tickets for performances at BAC (subject to availability and staff ticket policy)

Cycle to Work Scheme

Discount in the BAC cafe (subject to discount policy)

5 Development Days, pro ratanu