



Programme Lead





Delight

9b Station Avenue
Caterham
Surrey CR3 6LB
01883 818 300
www.delightcharity.org.uk

Dear Applicant

PROGRAMME LEAD

Thank you for expressing interest in this position.

Delight is a young, dynamic and successful charity that uses the joy of the arts to create magic in learning. We aim to support schools in closing the opportunity and attainment gap for children affected by disadvantage and those with additional needs. In the academic year 2020-21 we reached 1,811 children across Surrey. We are forward thinking in our approach and collaborate with arts organisations and schools to co-create projects that are outstanding in content and deliver strong outcomes.

Delight is looking for a Programme Lead to join our vibrant team and lead the coordination of four of our arts based learning programmes. We offer a flexible working approach within a dynamic team.

This recruitment pack includes a detailed Job Description and Person Specification. For more information about our work, please explore our website www.delightcharity.org.uk.

To apply, please email a CV and covering letter explaining your interest in this post, relevant experience and suitability to: jess@delightcharity.org.uk by 5pm Friday 8th April 2022.

Shortlisted candidates will be contacted on Thursday 14th April 2022.

Interviews will be held on Wednesday 20th April 2022, with second interviews scheduled for Thursday 28th April 2022.

We look forward to receiving your application.

Yours faithfully,

Kathryn Mills CEO



"I like learning at school now I have done Delight in Watts."

CHILD

The Role

Salary

FTE Salary: £25, 000

Actual Salary: £16,569 – based on 1,170 hours over 12 months

Working hours

Delight aims to be an accessible employer.

The 1,170 hours can be worked in two options:

- 4 days per week, term time only (within Surrey County Council school term dates – 39 weeks)
- 3 days per week, 52 weeks with 20 days annual leave (inc. of bank holidays)

Place of work

Delight office, 9b Station Avenue, Caterham, Surrey CR3 6LB. Home working available.

Working practice

Delight aims to be an accessible and adaptable employer. We are happy to explore a range of working patterns.

Probation period

3 months

Job title Programme Lead

Reporting to Head of Programmes & People

About the role

Delight co-creates arts programmes that use the joy of the arts to create magic in learning. We aim to support schools in closing the opportunity and attainment gap for children affected by disadvantage and those with additional needs.

Delight is looking for an engaging and reliable Programme Lead to oversee the delivery of four Delight programmes: Delight in Watts, Rainforest Retreat, Out of this World and Delight in Shakespeare.

You will report to the Head of Programmes & People and work as part of the Programmes Team.

You'll be an exceptional project manager with very strong attention to detail and a proven record in coordinating, problem-solving and effective communication. The successful candidate should also be comfortable with working across a range of programmes and be able to work independently.

Travel around Surrey to partner schools and arts partners will be required and is a large part of the role.



"I thought the project was unbelievable. I learnt to say my words clearly. I liked that we all supported and helped each other."

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Key Responsibilities

The post holder will lead on the following programmes

- Delight in Watts (visual arts programme with Year 4)
- Rainforest Retreat (rainforest themed visual arts Teacher Development programme with Year 4)
- Out of This World (space themed visual arts Teacher Development programme with Year 4)
- Delight in Shakespeare (theatre Teacher Development programme with Year 5)

Core coordination

- Finalise timetabling of programmes and school liaison
- Plan, schedule & (in conjunction with Arts Partners) deliver teacher CPD sessions
- Prepare and deliver planning meetings with participating teachers
- Liaise with schools for Arts Award and assess entries
- Attend children's performances and sharing events
- Observe in-school sessions (and support team members to observe)
- Evaluate programmes with teachers
- Facilitate programme review

Impact & Reporting

- Manage programme impact tracking with schools and research partner
- Ongoing programme reporting and input for final evaluation report
- Manage programme budget
- Support with fundraising reporting

Input for Teacher Resources

- Lead on writing Teacher Resource Packs for all four programmes
- Lead on writing Drama and Art Journals for all four programmes
- Lead on working with network of freelancers to design and print required resources
- Lead on programme resources including overseeing procurement and fulfilment

Relationships

- Work closely with class teachers to support throughout the programme and maintain strong relationships with partner schools
- Work closely with Arts Partners to monitor delivery and programme content. Build strong relationships for collaborative work.
- Work closely with Head of Programme & People and wider Delight team

Other

- Work collaboratively within a small team
- Adhere to Delight's policies and procedures at all times
- Support the Head of Programmes & People with other duties as required



"I enjoyed everything. I would like to do more art in the future as I have learnt these skills."

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Relationships

Key internal relationships

- Head of Programmes & People
- Programme Lead (other programmes)
- Programme Assistant
- CEO
- Fundraiser
- Office Manager & Finance
- Communications

External

- Delight partner schools (specifically participating class teachers)
- Arts Partners
- Delight's network of freelancers

Person Specification

Experience

- Experience in programme or project development, design, delivery and management
- Experience in the development and management of arts programmes
- Experience in developing and managing partnerships
- Experience of reporting and evaluating programmes or projects

Knowledge

- Knowledge of arts in education in the UK
- Knowledge of primary learning outcomes in the UK
- Knowledge of impact measurement and reporting against both outcomes and outputs



"I am excited for my canvas to hang on the wall because it is colourful and shiny and makes me very, very, very, very, very, very and a million times very happy."

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continued overleaf...

Person Specification *continued...*

Skills and Abilities

- Excellent communication skills, both verbal and written, with very strong attention to detail
- Demonstrable interpersonal and networking/relationship building skills
- Well-organised, with effective problem solving skills
- The ability to work both collaboratively and independently, as part of a small team
- Numerate, with the ability to develop and interpret budgets and other financial information
- IT literate (MS Office, excel, web, email, social media)
- Ability and willingness to travel independently across Surrey

Values and Style

- Willingness to commit to and work within the aims and values of Delight – including a commitment to the importance of arts and culture in education, and tackling the challenges that face communities affected by economic disadvantage
- Positive, open minded, can-do attitude
- Creativity, curiosity, and a commitment to excellence
- Empathetic to the challenges of poverty, marginalised communities and teaching in high need schools

Desirable criteria

Whilst the following are not essential, we would welcome applicants with:

- Experience of being a programme lead
- Experience of working in the arts or education sectors, and/or with relevant qualifications
- Knowledge of primary education outcomes
- Knowledge of issues relating to poverty and marginalised communities

TO APPLY, PLEASE SEND A CV AND COVERING LETTER TO
jess@delightcharity.org.uk

APPLICATION DEADLINE

5pm Friday 8th April 2022

