

GENERATOR

Recruitment Pack
Head of Programmes

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Introduction

Hello 🙌

Generator is on the lookout for a Head of Programmes to join our team in what's set to be a hugely exciting few years. The perfect candidate will **be inspiring, champion positivity, connect with empathy, and lead with honesty and integrity**. You'll be incredibly passionate about the music and creative industries, our wonderful region, and Generator's mission and vision. You'll thrive working in a fast-paced creative environment amongst a small, but mighty, team.

We're looking for someone with proven experience in a leadership role within a similar organisation or industry. You will have strong project management skills with a track record of successfully delivering complex programmes and be experienced and proficient in managing budgets and financial reporting.

An ambition to shape the region's music ecosystem and creative infrastructure in the North East is crucial, and ideally you will have a past performance of effectively running Arts Council England and/or Local Authority-funded programmes.

A positive, can-do attitude is imperative with the desire to work as part of, and manage, a talented and inclusive team. In return, we can offer you a flexible, creative work environment where you'll be supported by passionate and positive people, excited about making a real difference through our work.

About Generator

A thriving place needs a soundtrack.

Music can be what brings people somewhere, and what keeps them there. It can be how we tell the world who we are and what we're about. It can be work, community and a sense of purpose and belonging. Too often the music industry is boxed off, treated either as a standalone attraction or something people do just for the love of it.

The reality is that music is an integral part of a successful economy, and for somewhere like the North East it is a fundamental pillar of our regional identity. Young people growing up in the North East deserve an accessible music industry on their doorstep. They deserve an industry which provides recognised pathways for artists, and sustainable careers around them - in production, in venues, in management, and in the dozens of other professions it takes to put a musician on tape or on the stage. That's what Generator exists to build.

Generator's mission is to create, develop and maintain a sustainable music industry in the North East that ensures access for all

We want to make noise here in the North, retain talent and develop powerful pathways into the industry, without the need to leave the area.

Job Description

Role Overview

The Head of Programmes will play a pivotal role in shaping and executing programmes that drive the development and sustainability of our music ecosystem and creative infrastructure in the North East.

This role will lead on planning and implementation of a diverse portfolio of programmes in artist development, technical (off-stage) roles within the live sector, and creative business support.

Supporting and managing a team of Programme Coordinators and Music Industry Interns across the North East, fostering stakeholder relationships, managing budgets, and ensuring the successful delivery, reporting and claims for our impactful programmes.

Project Splits:

- North of Tyne Combined Authority (NTCA) (0.3)
- TBC (0.2)
- North Tyneside Council (NTC) (0.2)
- Other (Youth Music, Arts Council England, PRSF, PPL, PRS) (0.3)

Job Description

Duties & Responsibilities*

Programme Leadership:

- Implement and develop Generator's programme delivery.
- Oversee the planning, execution, and evaluation of all programmes to ensure alignment with organisational goals and funding requirements.
- Collaborate with senior leadership to define and refine programme objectives, ensuring they align with the overall mission of the organisation.
- Be accountable for the successful delivery of all funder outputs.

Team Management:

- Lead and inspire a team of Programme Coordinators and Music Industry Interns, providing guidance, mentorship, and support to achieve individual and team goals.
- Conduct regular performance evaluations and foster a positive working environment that encourages creativity and collaboration.
- Work closely with the whole Generator team to ensure the successful delivery of programmes across the organisation.

Stakeholder Engagement:

- Build and maintain strong relationships with external partners, stakeholders, and funders to enhance the impact and reach of Generator's programmes.
- Represent the organisation at industry events, conferences, and meetings to promote awareness and foster collaboration.

Budget Oversight:

- Work collaboratively with the Deputy CEO and Finance Manager & Executive Assistant to develop and manage programme budgets, complete funding claims, ensure financial sustainability and accountability.
- Identify opportunities for securing additional funding and resources to expand programme offerings.

Job Description

Evaluation and Reporting:

- Establish key performance indicators (KPIs) for programmes and regularly evaluate their effectiveness.
- Prepare comprehensive reports for senior leadership, board members, and funders on the impact and outcomes of programmes.

General:

- Attend Generator events and represent Generator as required.
- Be an active member of the core Generator office team.
- Participate in training initiatives relevant to the duties of the post.
- Undertake such other responsibilities as shall be assigned from time to time by the CEO or Deputy CEO.

*Generator N E Ltd presents this job description as a guide to the main areas and duties for which the jobholder is accountable. However, the business operates in an environment that demands change and the jobholder's specific responsibilities and activities will vary and develop. Therefore, the job description should be seen as indicative and not as a permanent, definitive, and exhaustive statement.

Job Description

Knowledge, experience, and skills required to do the job

Area	Essential	Desirable
Qualifications	Educated to Level 2 (GCSE or equivalent) in Maths and English	Business / Project Management, or related, further or Higher Education
Experience	<ul style="list-style-type: none"> • Proven experience in a leadership role within a similar organisation or industry. • Strong project management skills, with a track record of successfully delivering complex programmes. • Experienced and proficient in managing budgets and financial reporting. • Experience of working in & passion for the music & creative industries 	Track record of successfully delivering Arts Council England and/or Local Authority-funded programmes
Skills or knowledge	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite • Ambition to shape the region's music ecosystem and creative infrastructure. • Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders. • Strategic thinker with the ability to develop and implement innovative solutions. • Excellent organisational and multitasking abilities • Ability to adapt quickly to changing priorities and deadlines • Detail-oriented with a focus on quality and results 	<ul style="list-style-type: none"> • Knowledge of and project management tools • Knowledge of updating websites (WordPress) • Knowledge of CRM database systems • Knowledge of data protection legislation (inc. GDPR) & practical understanding of how to apply / comply with that legislation
Physical	<ul style="list-style-type: none"> • Ability to travel • Willingness to work events outside of office hours. • Flexible approach to working hours 	

Job Description

Terms & Conditions

Job Title:	Head of Programmes
Office:	Generator Third Floor Coronation Buildings 65 Quayside Newcastle Upon Tyne NE3 1DE
Working Hours:	Full Time, 37.5 hours (5 days)
Salary:	£35,000
Start Date:	Immediate start
Contract:	TBD, to be reviewed June 2025
Location:	Newcastle Upon Tyne / Tees Valley / flexible working

Position in organisation

Reports to:	Deputy Chief Executive Officer (Deputy CEO)
Responsible for:	Programme Coordinators, Music Industry Interns
Budget accountability:	N/A

How to apply

Application Details

To apply for this role, please send your current CV and a cover letter (or equivalent video or other media) to ceo@generator.org.uk with the subject line 'Head of Programmes'.

Within your cover letter (or equivalent media), we ask for you to tell us:

- Who you are and what makes you the best candidate for this position.
- How do you meet the person specification as set out in the Introduction page. Please make sure to include strong examples of your experiences.

Applications open **9am on Monday 25th March 2024** and close at **9am on Monday 22nd April 2024**.

We are aiming to hold interviews on **Tuesday 23rd and Wednesday 24th April**. However, please inform us if you are unable to attend on either date and we will look for an alternative.

Inclusion & Diversity

Applications from under-represented groups are encouraged. Generator recognises that particular groups, communities and identities are under-represented in our workforce and we are taking positive steps to address this. As such we would love to hear from you if you:

- Identify as female, non-binary and other gender minority (in keeping with our [Keychange Pledge](#))
- Are d/Deaf, have a disability, learning difficulty, significant long-term health condition which affects their daily life or would describe themselves as neurodivergent
- Are from a working-class background
- Are from the African, South, East and South-East Asian, Middle East, Latinx or North African diaspora, or have experienced racism



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