



**BLAZE**

**Programme Manager  
Recruitment Pack**

**Deadline to apply  
Sunday 7 April**

**Job Title:** Programme Manager

**Salary:** £10,800 pro rata (£27,000 FTE)

**Hours:** 14 hours a week

**Responsible to:** Blaze Director

**Responsible for:** Blaze Freelance Team and Volunteers.

**Contract:** 12 months, Fixed Term. Possible extension of contract subject to funding.

**Location:** Burnley, Lancashire



# Welcome to Blaze



Blaze is an arts organisation in Burnley that supports young people across Lancashire to develop their confidence, creativity and transferable skills through youth led creative projects.

We became an independent charity in 2018 and currently have one employee (Blaze's Director) who works with a team of freelance creative practitioners and project managers.

We are a dynamic and ambitious organisation that works with young people (aged 13 – 25) in their communities to deliver a broad range of activity.

In recent years we have supported young people to produce their own exhibitions, publications, events and Burnley's first town centre Pride Parade. Youth Voice is embedded throughout our organisation and over 50% of our trustees are aged under 30.

# We are Blaze

At Blaze we:

- **Don't do things for young people, we do things with young people**, nurturing communities that can achieve amazing things through creativity and collaboration
- **Believe that diversity leads to innovation, inspiration, and stronger communities**, we are committed to tackling inequality and promoting inclusion.
- **Listen to understand and reflect to learn**, valuing creativity and curiosity as much as knowledge and experience
- **Ask rather than assume**, challenging preconceptions about young people, art and culture, and challenging ourselves to acknowledge and break down our own prejudices
- **Encourage experimentation and risk taking** as a route to innovation, and when things don't go to plan we reflect, we learn and we move forward



# What We Do

There are three main strands to our work:

We **train and develop the next generation of creative producers**, supporting young people to produce their own events, campaigns and ideas, and inspire activism.

We **nurture and develop creative communities**, bringing together networks and partnerships of diverse people to collaborate and create change, always led and shaped by young people.

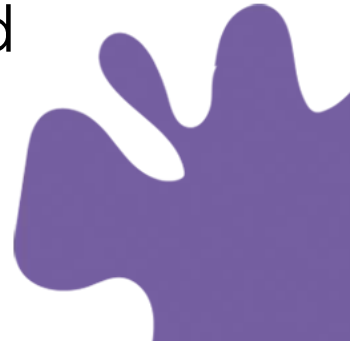
We **develop youth-led practice** with other creative and cultural organisations, training them to listen effectively, champion diversity and embed youth voice within their work.



# Overview of the Role

As the Programme Manager at Blaze you will work closely with the Director and take responsibility for planning, implementing and evaluating all of our day to day activity.

You will sometimes work directly with young people aged 13 – 25 and you will regularly manage and collaborate with freelance practitioners.



# Projects You'll Be Involved In



**Music or Lose It** – we're currently running drop in music workshops in community centres across Burnley which give young people the opportunity to learn to DJ and develop their music production skills. Some of the young people attending the sessions have started organising a music event which will take place in Burnley in October 2024.

**Round Our Way** – we've been working with young people from three schools in Burnley and Nelson to explore the work of Burnley Filmmaker Sam Hanna. They are now working on their own film which will explore the past, present and future of Burnley. The film will be screened as part of an exhibition in Burnley in Spring/Summer 2024.

**Nature Calling** – We're working with the Forest of Bowland on a national art in nature project which will give young people in Ribble Valley, Burnley and Pendle the opportunity to explore their local National Landscape through creative activities, work with professional artists and share their own creative response to nature.

**Creative Activators** – We're currently employing three young freelancers to be Creative Activators and work with local organisations to embed youth voice in local projects. They are currently working with Lancashire Library Service to develop new activities at Burnley Central Library and working with Burnley Leisure to engage young people in the Pride of Place project taking place in Summer 2024.



# Key Responsibilities

## *Community Engagement*

- Represent Blaze at events and meetings in the community
- Regularly consult with and listen to young people to understand their needs, ideas and feedback
- Organise and participate in events to raise the profile of Blaze and invite young people to get involved
- Contract designers to develop new promotional material for Blaze activities
- Contribute to Blaze's digital engagement with stakeholders and young people including creating content for social media and updating Blaze's website





# Key Responsibilities

## *Programme Planning and Delivery*

- Consult with young people and other stakeholders to identify, plan and develop new activity that aligns with Blaze's mission and values
- Support fundraising activity
- Create detailed project plans, outlining tasks, timelines and resource requirements
- Write risk assessments for activity and ensure that Blaze's policies are adhered to
- Ensure that inclusion and accessibility and prioritised throughout projects
- Maintain strong relationships with key partners
- Lead on the delivery of multiple activities simultaneously, ensuring adherence to timelines, budgets and quality standards
- Support the marketing and promotion of activity
- Contract and manage freelance creative practitioners to deliver activity
- Work closely with Director to manage programme budgets



# Key Responsibilities

## *Monitoring and Evaluation*

- Establish and implement monitoring and evaluation frameworks to assess the impact and effectiveness of programmes
- Collect and analyse data to measure key performance indicators and report on project outcomes
- Manage and work with freelance evaluators when necessary
- Ensure that activity is thoroughly and accurately documented through a range of media including photography and film
- Contribute to reports to funders and other stakeholders



# Person Specification

## ***Experience***

- Experience of developing and delivering co-created, creative projects
- Experience of working with 13 – 25 year olds
- Experience of contracting and managing freelance creative practitioners

## ***Skills and Abilities***

- Committed to social inclusion
- Ability to work flexibly, independently and problem solve
- Strong project management skills with the ability to multitask and meet deadlines
- Excellent communication and interpersonal skills
- Good IT skills with experience of using Google and Microsoft Packages including Excel, social media platforms such as Facebook and Instagram.
- Demonstrated ability to maintain relationships with diverse partners

## **Knowledge**

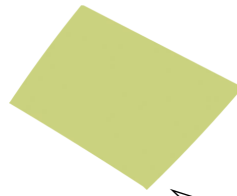
- Knowledge of safeguarding procedures for children and young people

## **Qualifications**

- No specific qualifications are required for this role



# Other Information



- The successful applicant will be required to provide evidence of a recent enhanced Disclosure and Barring Service (DBS) check. Blaze will carry out a DBS check if no recent certificate is available.
- This is a flexible contract with regular evening and weekend work.
- You will work remotely but will be expected to attend meetings and deliver activity in Burnley and other areas of Lancashire regularly.
- This is a fixed term contract but may be extended subject to funding.
- A laptop and phone will be provided.
- The standard FTE annual leave entitlement is 25 days plus bank holidays
- You will be automatically enrolled in a pension scheme with 6% employer contributions and 3% employee contributions.
- Blaze has an annual budget to support training and personal development.

Blaze recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds. We aspire to have inclusive working experiences and an environment that reflects the audience we serve.

Blaze particularly welcome applications from people who identify as disabled, of the Global Majority and/or people from a lower socio-economic background, as these people are currently under-represented throughout the arts sector and reflect our community.

We can support with adjustments for anyone who needs it, to make applying for this role easier. If necessary, please get in touch to let us know how we can support you. This will not influence your application.



# How to Apply

Please send us a copy of your CV and a cover letter (no more than 2 sides of A4) or an audio recording/video (no more than five minutes) that answers these questions:

- Why are you interested in this role?
- What relevant skills and experience do you have?

Applications should be sent to [helen@blazearts.co.uk](mailto:helen@blazearts.co.uk)

The deadline for applications is **Sunday 7 April, 11pm**

Interviews will take place in Burnley on either 15 or 18 April.



# Got questions?

Don't hesitate to get in touch if you have any questions, would like an informal discussion or need any help putting together your application.

You can contact us by:

- Email at [admin@blazeonline.org.uk](mailto:admin@blazeonline.org.uk)
- Phone at 07928 668 734

