

Bricks

Head of Programme Job Pack

Applications Open: Monday, 13th November 2023

Deadline for Applications: (10am) Tuesday, 2nd January 2024

Candidates notified of shortlisting: Thursday, 4th January 2024

Interviews: Wednesday, 10th January 2024

Position: Head of Programme

Responsible to: CEO

Responsible for: All programming team including:

- SAH Programme Producer
- Public Art Producer
- Youth Programme Producer
- Communications Producer
- MA Curating Placement (UWE)

Hours: 32 hours per week (part time)- We are open to discussion around more/ less hours.

Salary: £36,000 FTE pro rata

Pension: Nest Pension after probation period

Annual Leave: 20 days, plus statutory bank holidays, pro rata

Probation Period: 3 months

Contract: Salaried, PAYE

Location: St Anne's House, Bristol, BS4 4AB, with some hybrid/home working possible.

Organisation: Bricks (Charity No: 1183118) & Bricks Trading Limited (Company No: 12359038)

Who are we?

Bricks

Bricks is a Bristol based social enterprise and charity that works with local communities and creative communities to programme collaborative activities and secure the spaces our communities need to thrive in the long term.

We work to local ambition, love partnerships and believe that culture and creativity have a strong role to play in shaping civic life.

We currently deliver on our mission via our flagship projects St Anne's House, and Bricks Public Art & Creative Infrastructure Agency, with plans to expand this group with new projects, enterprises and sites.

We formed in 2019 as a charity, and took on the lease of St Anne's House in 2021.

St Anne's House

St Anne's House (SAH) is a creative community hub grown from the ambitions of the communities of St Anne's and the creative communities of the West of England.

SAH includes a mix of work we produce ourselves, work delivered by tenants, and work delivered by people who hire our affordable community spaces.

This has included: community/artist led public programme, tenant run gallery, creative workshops, artist project space, social prescribing rooms in partnership with the local doctors surgery, massage, play therapists, a mushroom farm, artist studios, artist collectives, a theatre R&D space, and a cooperatively-run gym.

Future areas of development include a community cafe, and the piloting of Bristol Community Sauna (external partnership), and capital works to the building.

Now with an extended lease we are in a collaborative partnership to model how St Annes House could develop through long term community asset transfer of the building to Bricks.

Bricks Public Art & Creative Infrastructure Agency

Bricks Public Art & Creative Infrastructure Agency partners with local communities, developers and local authorities in the West of England to write and deliver programmes of creativity in connection to new developments, often via S106 or planning conditions. This can include permanent artworks,

engagement programmes, transient work and performance. This also includes our work to support the creation of new creative infrastructure. In this role we support external partners to vision future creative and social infrastructure and back that up with realistic and deliverable plans. This has previously included projects such as visioning a future use for The Tabernacle in Kingswood, writing a cultural events plan for Melksham, and visioning work done for St Anne's House and Trinity Road Police Station.

What's the role?

Main purpose of the job:

Head of Programme is a new role for Bricks. The core of the role is to lead in the strategic planning and delivery of high quality, community-responsive programmes of activity that support the delivery of Bricks' mission.

The Head of Programme will lead the programming and communications team on the projects that Bricks programmes directly, including Public Art and St Anne's House, while impacts we deliver through space hire are delivered via our operations team.

Building on work done to date, you will agree on a creative direction for these programmes in partnership with the CEO, team and board, then lead on its delivery, finding a balance between projects that have a longer lead in along with more responsive programming.

You will bring a consistency of approach, setting a clear path for our creative and social impact work, and line management of our programming team. This is an exciting time to join Bricks; now over two years in to our time at St Anne's House and three years in to Public Art, we can continue to refine our processes, raise artistic quality, plan longer in to the future and, crucially,

deliver on our remit to bring high quality creative projects to the heart of communities, led by the ambition of local people.

We have delivered a strong community-responsive programme over the last three years, and now want to build on our contemporary art remit, taking on larger more ambitious projects, giving artists space to create, working with communities in more long-form ways, building on our cross artform/ cross sector collaborative working and supporting the creation of new creative spaces in the West of England.

What kind of projects have we worked on so far?

Check out our two websites; [Bricks](#) & [St Anne's House](#), to see projects we have previously delivered and are currently working on, but as an indicative list see below:

Creative Infrastructure

- [The Tabernacle, Kingswood](#) - two phases of consultancy and engagement on what the future of The Tabernacle should be.
- [Trinity Road Police Station](#) - a speculative vision for a disused public building in collaboration with local partners.

Public Art

- [Welcome Building, Temple Quarter](#) - a major commission for 2024.
- [Roseneath, South Glos](#) - Kayle Brandon's collaborative food map plaque and engagement programme.
- [Trinity Academy, Lockleaze](#) - Synnøve Frederick's steam bent sculpture made with school students as a physical interpretation of their chosen musical score.

- [Moxy, St Pauls](#) - Lawrence Hoo, Myles Jay-Linton and Bo Lanyon - a group of commissions inside and outside of the new hotel.

Community Publishing

- [Bricks Podcast series](#) - commissioning artists to explore the creative potential of this medium.
- [BRIZ Magazine](#) - a community newsletter for Brislington.
- BRIZ Map - a map of community spaces and green spaces for Brislington.

Collaborative Research

- [Working the Workshop](#) - exploring the workshop as a form in contemporary arts practice.
- [Generous Food Futures](#) - exploring digital creative futures in neighbourhood food systems.

St Anne's House - Youth Programme

- [St Anne's Young People](#) (open access) - weekly session for any young people 13+ in collaboration with Creative Youth Network.
- Holiday Activity Fund - food and creative programme for school holidays for young people in receipt of free school meals.
- Young Company in the City (St Annes) - Bristol Old Vic collaboration on a three month youth theatre project.

St Anne's House - Community Engagement Programme

- St Annes Community Living Room.
- Free to access weekly programming - Morning Meet Up, Shared Reading, Mini Milk.
- Free to access quarterly flash points - Open House, Autumn Fete, Spring Thing.

- Community Anchor work - Coordinating activity on a ward/ area level for programme such as Community Hubs cost of living response, Community Resilience Programme, Locality Health Partnership.
- Briz Pot.

Artist Focused Programme

- [Bricks Artist Programme](#) - 2020 programme of artist network, micro commissions, talks and podcasts.
- [St Anne's House project space](#) - 2021/22/23 programme of micro residencies and partnership projects, including:
 - [Transactionland](#) by Rachael Clerke
 - [Exchange](#) with Arcade Campfa
 - [On Skin](#) with Yuko Edwards
 - [OOPARTs](#) with Ben Hartley & Buoys Buoys Buoys
 - [Fat Rascals](#) with Jessica Akerman
 - ['Section 28 and Me'](#) Tea Party with Tom Marshman
 - [RE:COLLECTION](#) with Ellie Shipman
- Partnerships - such as [Demostage](#) with MAYK as a way to hear of and network new ideas

Responsibilities

Programme Lead and Team Management

- Set up programming policies for St Anne's House, and Bricks Public Art.
- Support producers to deliver against those plans.
- Line manage producers including regular 121's, annual reviews, setting and managing KPIs.

- Manage fundraising/ income and spending targets, and staff capacity.

Senior Management Team

- Work with the CEO and Head of Operations & Business to form a Senior Management Team.
- Work with the Finance Manager and SMT to set and monitor financial forecasts for Programming.

Partnerships and New Work

- Develop new partnerships and opportunities for Bricks in line with our mission.
- Develop partnership policies, and support producers in the partnerships they are developing.
- Support the securing of new public art projects, negotiating terms and contracts.

Programme Delivery

- Support producers to plan, deliver and evaluate their projects.

Communications

- Support Comms Producer in the planning and delivery of all our communications, across programme, organisational communications and wider St Anne's House comms.
- Work with the Comms Producer to effectively monitor, and report on our comms.
- Support the recruitment and contract management of freelance contractors.

Fundraising and Fund management

- Lead on major programming fundraising bids including to Arts Council England, local authorities, trusts and foundations.
- Support producers on smaller bids.
- Support producers to keep to obligations in grant agreements and partnerships.
- Support producers to report on their spending to funders as required.

Social Impact and Evaluation

- Internal lead for the evaluation and social impact measurement of Bricks' work (an external consultant will likely be in post by the time this role starts, this role will manage that contract and further stages).
- Produce programme updates / reports for the CEO and Board of Trustees.
- Contribute to Bricks annual report to the Charity Commission.

Forecasting and Budgeting

- Support budget holders to plan and deliver funded projects within budget.
- Liaise with the Head of Operations & Business and Finance Manager to contribute to the whole organisation forecasting and budgeting.

Person Specification

Essential Experience

- Experience managing a team
- Experience delivering creative and/ or community projects

- Experience commissioning creatives
- Experience managing budgets
- Experience fundraising

Desirable

Note that not all of these things are expected, we want to hear about your relevant experience.

- Experience as a producer working to deliver creative projects within the public realm.
- Experience working with or in the built environment – developers, planners, architects.
- Experience working with community-led creative projects, taking an asset-based approach.
- Experience working within, or in partnership with, a local or regional authority.
- Experience as part of a management team.
- A local connection to Bristol and the surrounding area, or good knowledge of local networks.

How to apply

Pre application

- If you require this job description in another format please contact us hr@bricksbristol.org
- To ask questions pre application please email CEO Jack Gibbon on

hr@bricksbristol.org with either your questions, or with some times you are available for an informal phone call.

- FAQ will be listed on this [live document](#)

Application

Apply by email to hr@bricksbristol.org with one PDF that contains:

- Cover letter setting out your suitability for the role and relevant experience.
- Your CV.
- Your availability for a start date.

You can use video/audio as part of your application in place of a cover letter, which can be up to 5 minutes long.

Please also fill in the [monitoring form](#).

This is anonymous and kept separate from your application.

Bricks strives to promote equality and diversity at all levels of our team. We are committed to equality of opportunity, to being fair and inclusive in our ways of working, and to being a place where all belong.

We therefore particularly encourage applications from you if you are from a background that is underrepresented in the sector, for example if you are from a community that experiences racism or you are a disabled person, you did not go to University or had free school meals as a child.

We believe our work will be stronger with greater diversity and want to welcome the whole person to work.

Our staff are not appointed to represent specific groups or organisations, but to represent themselves and their own experiences and perspectives.

Feedback

We welcome feedback on how we can improve our recruitment processes, you can do this via email to hr@bricksbristol.org or via this anonymous form: [here](#).