

Projects Officer (maternity cover) Job Pack Apr 2025

Venture Arts is an award-winning visual arts organisation working with learning disabled and neurodivergent artists of all ages. Through our studio programmes, exhibitions and collaborative projects, we remove barriers to the arts, we put artists in the lead, we champion neurodiversity and provide pathways for every individual to develop their creative identity.

Venture Arts equips people to succeed as artists, advocates, cultural workers, educators, curators and critics.



This Opportunity

We are seeking a caring, patient, motivated and organised person to join our vibrant team to support with planning, coordination, administration and evaluation of selected Venture Arts artistic programmes and projects in collaboration with the Head of Creative Development. This will involve supporting artists and communicating with them and our partner venues, and parents and carers. An important part of this role involves helping artists to take on leadership roles within our artist steering group and outreach projects.

The successful candidate should have a passion for the arts, enjoy working with people and be skilled at supporting individuals to flourish. You will have experience of arts project management and be a strong communicator who is able to cater information to different learning styles, as well as being confident in liaising with arts professionals. Being adaptable and comfortable with managing change on a day-to-day basis is important in this role.

This is a great opportunity to join our welcoming and passionate team during an exciting time for the organisation as it undergoes a significant studio redevelopment and expansion project.

Our vision is for learning disabled people to be recognised, celebrated and valued in the arts and in society. We aim to be leaders in the arts, striving for equity and supporting artists to excel.

We are:

- **Artist led** – Our artists drive everything that we do in partnership with the wider artist community.
- **Ambitious** – We are leaders in our work, fighting inequality and empowering learning disabled people to succeed as individuals in society.
- **Championing of diversity** – We actively support, respect and champion all individuals and communities.
- **A space for belonging** – We bring people together in a welcoming and supportive space.
- **Protective of our planet** – We take responsibility for actively reducing our impact on the environment and being environmentally sustainable.

Job Benefits

Additional holidays – staff receive an additional 3 weeks of paid leave each year when our studios close over Christmas (2 weeks) & Easter (1 week).

Cycle to Work Scheme – we are signed up to [Cyclescheme](#), saving employees 25-39% on a bike and accessories. Staff pay for their bike in instalments over twelve months and pay less income tax and national insurance.

Pensions – we run an ethical pension scheme with Nest and make a 3% company contribution.

Art and merchandise staff discount – staff benefit from discounts on merchandise and artwork made by our artists.

Job Overview

Salary:	£27-29K full time equivalent per year depending on experience
Hours:	30 hours / 4 days per week
Contract:	One year fixed term until 7 Aug 2026 (maternity cover)
Probation period:	One month
Location:	Venture Arts in Manchester and at partner venues
Report to:	Head of Operations & Internal Business Strategy

Purpose: To plan, coordinate, administrate and evaluate selected Venture Arts artistic programmes and projects in collaboration with the Head of Creative Development, supporting artists and communicating with them, our partner venues, and parents and carers.

Holidays: 20 days (pro rata) a year plus bank holidays and an additional week at Easter and two weeks over Christmas when the Venture Arts studio closes.

Job Description

To collaborate with the Head of Creative Development to support with the planning, coordination, organisation and administration of:

- Adult programmes
- Young People's Art Club programmes for 8-25 year olds, maintaining an overview of the yearly education plans for funded individuals.
- The Artist Mentor and school programme
- The Artist Steering Groups
- Outreach projects
- Events

Line management and staff support:

- To line manage and support the Public Engagement Assistant in planning her schedule, planning and delivering presentations, attending events.
- To line manage and support the two Workshop Assistants.
- To work with the Head of Operations & Internal Business Strategy, Head of Creative Development and Volunteer Coordinator to arrange staffing for programmes.

Project planning, communication and delivery:

- To ensure that projects are delivered to a high quality, maintaining a high standard of safeguarding, health and safety and covid-safe policies across all work, ensuring that DBS checks and appropriate training is delivered for any new staff.
- To ensure that projects run to time and that outcomes, aims and objectives are met.
- To work with the team to ensure that projects run to budget.
- To develop and support external strategic partnerships as required.
- To liaise with external partners to plan, deliver and evaluate programmes.
- To respond to and manage enquires from new participants, conducting initial assessments as required.
- To support with workshop timetabling and cover.
- To support in the communication of opportunities and events to artists and participants.
- To support artists and participants in taking part in work as required and especially in external partnership programmes off-site.
- To coordinate trips/excursions.
- To identify development opportunities for young people and adults and ensure appropriate measures are in place to allow young people to take up these opportunities.

Building refurbishment project:

- To support the organisation with this project over the year, helping in particular with artist/ parent/ carer communication and consultation, and in supporting our artists and staff with changes involved in moving.

Funding, feedback and evaluation:

- To collect, collate and report on achievements, evaluation and feedback from artists, participants, parents and carers and external partners.
- To assist in creating funding applications and reports.

General organisational input:

- Be an advocate for the organisation's artists, the organisation's work and its ambition.
- Work collaboratively and supportively as part of the wider Venture Arts team, inputting into other areas as required.
- Promote and implement equality, diversity, access and inclusion across all work.
- Ensure that all policies are adhered to at all times, and especially in relation to Safeguarding & Child Protection and Health & Safety.
- Support the organisation in its environmental sustainability work, helping to reduce our carbon footprint and make positive change.

- Undertake training as required by the organisation.
- Support in the smooth running of the organisation.
- Attend internal and external meetings and as required.
- Support other events across the organisation's wider programmes.
- Represent the organisation at external events.
- Carry out other duties as deemed appropriate by the Director.

This post requires regular evening and weekend work and the successful applicant will be required to undergo an enhanced DBS check due to the nature of the work.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

Person Specification

Essential criteria

- At least two years' professional experience of developing and delivering participatory art programmes and events.
- Experience of working with artists and participants on their professional development.
- Experience of working with people with a range of support needs or who face barriers.
- Experience of working in partnership with external organisations.
- Experience of delivering accessible art projects.
- Experience of delivering training to people with a range of support needs.
- Line management experience.
- A knowledge of arts, health and social care, with a good working knowledge of the arts ecology in the North West, with particular reference to visual arts.
- Excellent inter-personal and communication skills.
- Excellent admin, planning, time management and organisational skills.
- The ability to juggle multiple priorities and work to deadlines.
- Experience of working on your own initiative.
- Experience in managing budgets and the ability to work accurately with financial and numerical data.
- Excellent IT skills, especially with using Microsoft 365 applications.
- The ability to adapt to change day-to-day.
- Experienced and confident in travelling around Greater Manchester and beyond for work with responsibility for vulnerable people.
- A bright, positive, caring and patient personality.

- A reliable and trustworthy approach and be used to dealing with matters of a confidential nature.
- An active desire to be an integral part of a team and you should enjoy the responsibilities of team working.
- Experience and proven commitment to inclusion within the arts.
- A commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds and learning and communication styles.
- Experience of safeguarding and child protection policies and procedures.

Desirable criteria

- Providing accessible written materials.
- Delivering evaluation.
- Fundraising experience.



Equal Opportunity

Venture Arts is committed to promoting equality of opportunity, tackling discrimination and welcoming and valuing the diversity of the communities we serve.

Our ambition is to work to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

We welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We are particularly committed to supporting applications from individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socio- economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

To Apply

- a) read the Job Pack for this post
- b) complete the application form, which can be [downloaded on our website here](#).
- c) submit the application form by email to marisa@venturearts.org by the deadline listed below.
- d) complete the anonymous equal opportunities form online at <https://forms.office.com/e/PTmf6KHqSY>

If you have enquiries, require access support, or if you would like to make an application in a different format, please get in touch with Marisa Draper at marisa@venturearts.org or 0161 232 1223 and we will support where possible.

During recruitment, the selection panel will shortlist based on how you match the person specification alongside what qualities, skills and experience you may bring to the role.

As part of our commitment to being a Disability Confident employer, all disabled applicants who meet the essential criteria for a job vacancy will be interviewed. **To be considered, applicants will need to declare that they have a disability on their application form.**

If you are shortlisted for interview, we will share the interview questions with you in advance as well as information on the interview panel. We will also ask if you have any access needs for us to consider and/ or support you with.

Application Deadline and Interview Dates

Deadline for applications: 10am on Monday 19 May 2025 – late applications will not be considered.

Interviews to be held: Thursday 12 June 2025

Ideal start date: Monday 14 July 2025 – with the aim of having a couple of weeks of handover.

