

Programme Producer: Creative Approaches to Work Programme

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 motivated and organised person to join our vibrant team to support with the planning, coordination, delivery and administration of an exciting year-long programme to test creative ways to support neurodivergent (ND) young adults to move closer to work by removing barriers, increasing confidence and promoting inclusive employment practices.

This project will co-design and test a trauma-informed, creative programme for ND young adults who face barriers to employment. Sessions will be delivered by ND creatives who will also be supported to develop their facilitation skills throughout the programme.

You will work with ND creatives, ND young adults, employers and cross-sector partners to deliver the programme which is part of the GM Creative Health Place Partnership and part-funded by Arts Council England.

The successful candidate should have a passion for the role of culture and creativity to transform lives and to support health and wellbeing. You will enjoy working with people and be skilled at supporting people 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 a range of people including creatives, ND young adults and employers. As a confident self-starter, you will be organised, adaptable and comfortable with managing multiple project elements simultaneously.

This is a great opportunity to lead on a significant development and expansion project for Venture Arts, and to join our welcoming and passionate team during an exciting time for the organisation and for creative health in Greater Manchester.

Venture Arts is:

- **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:	£30K full time equivalent per year
Hours:	19 hours / 2.5 days per week
Contract:	One year fixed term until 30 June 2027
Probation period:	One month
Location:	Venture Arts in Manchester and at partner venues
Report to:	Venture Arts' Director

Purpose: To plan, coordinate and administrate the Creative Approaches to Work Programme from June 2026 - June 2027, coordinating a wide range of activity that aims to improve employment potential for neurodivergent young adults. This will be achieved through creative approaches to partnership development, project organisation and project delivery.

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.

The programme aims to achieve:

- A fully tested and evaluated model for supporting ND young adults into meaningful, sustainable employment.
- A skilled cohort of ND practitioners trained and ready to deliver high-quality support and training to both ND young adults and employers.
- ND young adults who feel more confident, work-ready, and able to clearly articulate their strengths, needs, and aspirations.
- ND practitioners gaining increased skills, confidence, and access to paid employment and professional development opportunities.
- Employers implementing practical, evidence-informed inclusive practices that improve recruitment, onboarding, and ongoing support for ND employees.
- Activity that is delivered on schedule, to a high quality, maintaining a high standard of safeguarding and health and safety practices across all work.

Job Description

Creative Approaches to Work Programme Producer

Purpose: To plan, coordinate and administrate the Creative Approaches to Work Programme (working title) from June 2026 - June 2027, coordinating a wide range of activity that aims to improve employment potential for neurodivergent young adults.

Duties

1. To support and manage the co-design of a six-week neurodivergent practitioner-led creative programme that helps ND young adults move closer to the workplace, by developing skills and increasing confidence.
2. To communicate with networks and partners in the recruitment of practitioners and participants.
3. With the Venture Arts team, to build a communications and brand package to deliver the programme (with Director and partners).
4. To build on existing networks of organisations working to support and advocate for ND young people to support the programme.

The programme will focus on:

- Strengths-based reflection
- Peer support and shared learning
- Exploring identity, belonging, and work readiness in safe, accessible environments

5. To co-ordinate and support the delivery of practitioner training to be delivered by project partners.
6. To support the development of a Neurodivergent Artist Network for Greater Manchester ND creatives - supporting creative networking, knowledge sharing and development. This will include:
 - Organising network meetings (6 throughout the year)
 - Publicising the network
 - Sharing outcomes and minutes etc
 - Inviting guest speakers/ leaders
7. To expand the project supporting trained ND creatives to 'test' the programme, for further ND people based across the region. Including:
 - Working with ND partners and networks to identify those most in need.
 - Organising the programme delivery to 100 ND YPs not in work.

8. To facilitate evaluation by an external evaluation partner, including contributing to an evaluation framework and the collection of feedback and other data where needed.

9. To work with project delivery partners ZU-UK to organise neuro-inclusive training workshops for Greater Manchester.

10. To organise and administer bi-monthly meetings for project partners

11. To ensure that projects run to time and that outcomes, aims and objectives are met.

12. To identify development opportunities for young adults and ensure appropriate measures are in place to allow these to be accessed.

General organisational input:

- Be an advocate for 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 some 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 arts/ creative health projects.
- Experience of working with creatives and participants on their professional development.
- Experience of working with people with support needs or who face access barriers.
- Experience of working in partnership with external organisations.
- Experience of being involved in the design and delivery of training.
- 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.
- 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 for work and 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.
- Participating in programme evaluation delivery.

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: Mon 15 June 2026 at 10am – late applications will not be considered.

Interviews to be held: Tue 23 June in the afternoon and Wed 24 June 2026.