

Curious Minds



Job Description & Person Specification

Programme Manager (Inclusion)

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Reports to: Director of Inclusion & Workforce Development

HOURS: 35 per week F/T (with flexibility to reduce hours to minimum 0.6).

SALARY: £34,154 - £38,414 negotiable within range based on experience

BASE: North West England (hybrid working arrangements between home, our Wigan office, and with travel across region as needed).

Job Description

This role in a nutshell

The **Programme Manager (Inclusion)** will play a pivotal role in driving Curious Minds' commitment to inclusion. Sitting at the heart of our mission to tackle inequalities in access to creativity and culture for children and young people, they will develop and deliver impactful programmes that amplify underrepresented voices, strengthen professional networks, and challenge systemic barriers.

They will lead the **Curious Creatives Network** and **Curious About** initiatives - curating spaces for people working in the creative sector to connect, share, and grow, while laying the groundwork for an ambitious online festival. They will also work closely with our **Anti-Racism Group (ARG)**, supporting their role as critical friends and ensuring that our internal practices reflect the change we seek to drive in the wider cultural sector.

Balancing strategic insight with hands-on delivery, this role requires a confident facilitator, a generous collaborator, and a proactive advocate for inclusion—someone who can inspire and influence meaningful change across Curious Minds and the wider sector.

Why Curious Minds needs this role

At Curious Minds, we are in an exciting and critical period of growth, with a clear focus on tackling **systemic inequalities** in access to creativity and culture for children and young people. This role is essential to ensure that inclusion remains at the heart of everything we do as we seek to amplify underrepresented voices, diversify the cultural education workforce, and build impactful spaces for collaboration and learning. We are passionate about advancing anti-racist practice, amplifying working-class voices, and championing disability inclusion.

We recognise that true progress requires both strategy and action. This role will **act as a catalyst** - delivering innovative programmes, building powerful networks, and supporting Curious Minds in becoming a leader in inclusive practice. As we look to the future, we need

someone with the **drive, energy, and generosity** to challenge barriers, inspire others, and help us achieve meaningful, long-term change.

What you'll be doing

- **Turning ideas into impactful action:** Plan, coordinate, and deliver activities across **inclusion-focused programmes**, fostering collaboration between those working in education, culture, and the creative industries. You will manage the **Curious Creatives Network** and **Curious About Sessions**, ensuring they continue to be vibrant spaces for connection, growth and learning.
- **Supporting the development of the Curious Minds' new International Teaching Artists Collaborative (ITAC) England Hub.** The ITAC England Hub is a pioneering initiative led by Curious Minds to connect, support, and champion teaching artists across England, while serving as a vital link to the global teaching artistry movement.
- **Supporting and strengthening Curious Minds' Anti-Racism Group (ARG):** Provide facilitation and coordination to the **ARG** in their role as a critical friend to Curious Minds, supporting the Director of Inclusion and Workforce to embed their insights and challenges into organisational practice.
- **Contributing generously and collaboratively across projects and teams:** collaborating generously on other projects, bringing your expertise to support colleagues and help the organisation deliver impactful work.
- **Communicating powerful stories:** Work closely with the **Communications Team** to develop engaging content that shares the success and learning from your programmes, advocating for the importance of inclusion-focused work.
- **Designing innovative content:** Collaborate with colleagues to create fresh, relevant content for events, CPD programmes, and resources that promote inclusion and professional development.
- **Staying ahead of the curve:** Maintain up-to-date knowledge of regional, national, and international developments in inclusion, cultural education, and anti-racist practice, celebrating and sharing excellent models of success.
- **Managing freelance expertise:** Identify, contract, and oversee freelancers and partners to enhance capacity and bring specialised skills to programme delivery.
- **Influence:** Act as a proactive advocate for inclusion, diversity, and anti-racism across the cultural education sector, representing Curious Minds as a leader in this critical area.
- **Achieving targets and delivering outcomes:** Take responsibility for progressing clear, relevant targets that align with Curious Minds' inclusion priorities, ensuring programmes have measurable impact.
- **Representing Curious Minds:** Act as an ambassador for Curious Minds, promoting our inclusion programmes to schools, cultural organisations, and wider stakeholders to increase engagement and visibility.
- **Managing budgets effectively:** Oversee project budgets and expenditure, working with the operations team to plan, monitor, and ensure responsible use of resources.

- **Measuring and reporting impact:** Monitor, evaluate, and report on your programmes, working with our Head of Impact and Evaluation by collecting and analyzing data to demonstrate outcomes, inform future work, and share learning internally and externally.

Things we expect all Curious Minds staff to do

- Undertake any other relevant duties deemed necessary by the Executive Management Team.
- Actively seek out opportunities for development and income generation.
- Read, understand and adhere to Curious Minds' policies and procedures.
- Regularly update the CRM and sensibly use data to inform your plans.
- Stay up to date with key developments in your specialist area and creative and cultural education generally.
- Be willing to occasionally work evenings and weekends.
- Participate in team-meetings and development days.
- Be willing to travel across the region and occasionally further afield.
- Represent Curious Minds at regional and national meeting and events.
- Follow Curious Minds' 7Cs behavioural values in all areas of your work.

Person Specification

The skills & competencies needed to do this job

You need to care deeply about:

- Inclusion, diversity, and anti-racism, and increasing access to creative and cultural education for **all children and young people**.
- Diversifying the cultural education workforce.
- Improving the lives of **all children and young people**, especially those facing challenge or disadvantage.
- Supporting and championing the creative lives of **all children and young people**.
- The right of **all children** to have regular opportunities to learn *in, through, and about* arts and culture.
- Curious Minds' vision and mission, and for its work and people.

You need to be ferociously curious about:

- Theory, practice, policy, and the current context of the **education, cultural and creative sectors**.
- Rules, legislation, and best practices relating to inclusion.
- Creative cross-sector collaboration to tackle systemic barriers and drive inclusive change.

As Programme Manager (Inclusion) you need to be confident, competent and able to evidence your ability (or willingness to learn) to:

- **Champion diversity** and be explicitly anti-racist in every aspect of your role and work.
- **Act with sound judgement** and an open mind, ensuring ethical and inclusive practices.
- Be an exceptional and efficient arts administrator and project manager, with strong planning and delivery skills.
- **Facilitate meetings, workshops, and events**, bringing together professionals from education, culture, and other sectors.
- **Communicate inspirationally** and collaborate effectively with a wide range of stakeholders.
- Apply and develop Curious Minds' ethos and organisational culture, underpinned by the **7Cs**.

You must also be:

- **Organised yet flexible**, capable of managing multiple priorities and competing demands on time and within allocated resources.
- **Pragmatic and results-focused**, with a proactive "can-do" approach to problem-solving and delivery.
- Ethical and **values-driven**, fostering positive relationships and partnerships.

- A confident **facilitator** who can design, produce, and lead events, workshops, and training both online and in-person.
- Competent in **brokering cross-sector partnerships** and maintaining excellent relationships to achieve shared goals.
- Skilled in using **administrative** tools, software, and web-based applications to manage projects efficiently.
- Willing to **embrace and learn emerging technologies** and digital tools to enhance programme delivery.
- Analytical and capable of setting, monitoring, and managing **budgets** effectively.
- An excellent writer and verbal **communicator**, able to produce high-quality reports and content for funders, trustees, and promotional purposes.

Essential qualities for this role

- Proven experience in **project and programme management** within cultural, creative, education **OR** community settings.
- Demonstrable commitment to inclusion, diversity, and anti-racist practice.
- Strong experience in **facilitating events**, workshops, or collaborative networks.
- Excellent organisational skills with the ability to **prioritise tasks**, meet deadlines, and manage budgets.
- Experience of **relationship-building** with partners and stakeholders across sectors.
- Confident use of **technology** and digital tools for programme delivery and reporting.
- A proactive, **collaborative attitude** with a willingness to “roll up your sleeves” and get into the detail.

Desirable qualities for this role

- Knowledge of current trends and policies in **cultural education** and **anti-racist practice**.
- Experience in **communications and storytelling**, particularly for advocacy or engagement purposes.
- Bring **lived experience or insight** into the barriers faced by underrepresented communities in accessing creative opportunities.
- Experience working with underrepresented communities or networks.

The 7C's Behaviour Specification

Attitude	Behaviour
<p>We are Curious</p>	<ul style="list-style-type: none"> • I look for opportunities and solutions (e.g., for income generation and organisational development) • I am open to new ideas, come up with new ideas and am willing to try new things. • I aim for best practice and, whenever possible next practice in my area of work to be a trailblazer.
<p>We are Courageous</p>	<ul style="list-style-type: none"> • I am willing to be challenged about my own work and to challenge others where I can offer positive solutions for change. • I am ambitious for myself and for the organisation, am proactive and take the initiative. I don't just talk about it, I do it! • I am comfortable with complexity; willing to start the journey without a map.
<p>We Celebrate</p>	<ul style="list-style-type: none"> • I celebrate my own and my colleague's success, whether little or big. • I am a strong ambassador for Curious Minds, proud of the brand and promote it widely. • I am a strong ambassador for arts and culture for children and young people and celebrate their successes too.
<p>We Collaborate</p>	<ul style="list-style-type: none"> • I'm not just a sole trader, I am aware of the impact I have, and can have, on others' work and actively contribute to the success of my colleagues. • I communicate well and am present at team meetings and contribute meaningfully to team discussion and planning. • I am committed to enabling creative collaboration and work positively towards this goal.
<p>We Care</p>	<ul style="list-style-type: none"> • I am respectful, courteous and aware of the impact my actions and emotions have on others. I express my feelings and control my emotional response appropriately. • I care about children and young people and believe in the value of arts, culture and creativity. • I value resources, financial and physical and use them wisely keeping in mind issues of equality, accountability and transparency
<p>We are Conscientious</p>	<ul style="list-style-type: none"> • I plan my workload to manage my time and achieve my goals. • I come prepared to meetings and think before I speak/act. • I deliver on my commitments, give attention to detail, arrive on time, present myself professionally, meet all deadlines and respond promptly to all enquiries. • I am reflective and reflexive and willing to adapt.
<p>We are Credible</p>	<ul style="list-style-type: none"> • I am honest and truthful. • I know my stuff and keep up to date with latest developments. I say when I don't know something and am willing to learn. • I am confident and professional, knowing when to speak and when to keep quiet.