

## EVOKE NETWORK MANAGER: JOB DESCRIPTION AND PERSON SPECIFICATION



### WHAT IS EVOKE?

Evoke is the Local Cultural Education Partnership (LCEP) for Kirklees. It is made up of a diverse range of organisations from the local authority, public health, cultural, education and community sectors, who work in partnership to provide opportunities for children and young people to benefit from the amazing creative and cultural offer across Kirklees. Evoke is based on collaboration, co-production and active listening to our communities and to one another. For more information, please visit: <https://evokekirklees.org/>

Evoke has recently been awarded Partnership Investment Funding to continue for a 12 month period. As part of this funding, we are looking to employ a new Network Manager who can oversee the development of several funding bids to support the LCEP's key strands of work:

- Creative Education
- Creative Health
- Creative Careers
- Creative Spaces

By the end of this 12 month period we are hoping to have at least raised between £200,000 - £450,000

We will be bringing in youth consultation experts, business consultants, and bid writers to work with our network of partners to develop 3-4 large scale funding bids. The newly appointed Network Manager will be responsible for overseeing and facilitating this process. We are confident that the network's excellent track record of delivering high quality creative opportunities for children and young people will make us an attractive proposition to funding bodies. We need a Network Manager who can bring energy, creativity, and focus to this process.

## **JOB DESCRIPTION**

The Evoke Network Manager will be fundamental to the success of Evoke's next 12 months. This is an exciting opportunity to be at the centre of a project that unites organisations working with children and young people in Kirklees, supporting a new model that will encourage greater collaboration, with improved and more coherent opportunities and services for those aged 0-25.

The Evoke Network Manager will establish and nurture key relationships, from young people to partners to statutory services. They will develop and oversee programme delivery, collate learning and share this widely to support the long-term future of EvoKe.

The Evoke Network Manager will work closely with the Evoke Strategy Group. In consultation with them, the Evoke Network Manager will develop a Fundraising Plan to ensure long-term sustainability of Evoke; s/he will be responsible for delivering the Fundraising Plan. The Evoke Network Manager will be employed by Kirklees Theatre Trust and report to the Evoke Chair.

## **KEY RESPONSIBILITIES**

### **EvoKe Strategy Group Management**

Support the coordination and collaboration of the monthly Evoke Strategy Group to ensure objectives are achieved.

### **EvoKe Network Meeting Management**

Co-ordinate, programme, and promote the termly meeting of the Evoke Network to ensure that this continues to be a purposeful space for peer learning and networking.

### **Partnership Development and Relationship Building**

Connect with stakeholders and potential beneficiaries by forming good relationships with schools, statutory services, education services, commissioners, the wider children and young people's sector and other groups as appropriate.

### **Project Management**

Lead on the coordination of working groups and user groups to develop action research;

overseeing development and ensuring aims and objectives are achieved.

Identify and introduce better ways of working alongside specialist services and improving pathways for children, young people and their families, spotting potential or actual duplications and gaps.

## **Fundraising & Investment**

Evoke partners have identified several potential funding sources and created a strong fundraising plan. In consultation with the Strategy group, the Network Manager will develop 3-4 large-scale bids, bringing in a range of expertise from bid writers, to business consultants, and youth consultation experts.

## **Finance**

Work with LBT Finance Manager to oversee budget spend.

## **General**

Support a culture of warmth, respect, best practice, good communication and shared risk management.

Act as an advocate for Evoke and its partners, representing the programme at fundraising opportunities and events.

Maintain a good knowledge and understanding of how young people connect with the cultural sector and also support services in the statutory and voluntary sector.

Proactively keep abreast of local and national initiatives and best practice.

Carry out risk assessments as required and ensure any immediate and urgent risks are escalated as appropriate.

## **PERSON SPECIFICATION**

We are looking for a self-motivated, warm and approachable individual who is excited by collaboration and can take initiative, inspiring those around them with the potential of EvoKe.

### **Essential**

- Experience of building partnership networks or relationships across sectors.
- Experience of developing and/or coordinating funding bids
- Track record of coordinating and/or managing arts or cultural projects.
- Experience of evaluating projects.
- Excellent verbal and written communication skills with a clear, concise writing style.
- Willingness to travel to different locations within Kirklees.
- IT literate with excellent attention to detail and accuracy
- Experienced in balancing a varied workload, with strong time management skills.
- Confident in working remotely with a small team.
- Motivated by the desire to make a positive difference to the lives of those who face barriers due to mental and/or other health challenges.

### **Desirable**

- Experience of working with children and young people.
- Previous experience working with LCEPs and/or other Arts Council initiatives

## KEY TERMS AND CONDITIONS

<b>Responsible to:</b>	Chair of EvoKe for delivery of objectives. LBT Director for contractual issues
<b>Responsible for:</b>	EvoKe Strategy Group management, Network Meetings
<b>Notice period:</b>	2 months
<b>Salary:</b>	£33,350 pro rata
<b>Employment Period:</b>	Fixed term 1 year contract, subject to 3 month probation  Approx. Start Date: June 15th
<b>Hours:</b>	15 hours per week (0.4 FTE), conducted over 2-4 days per week.
<b>Annual Leave:</b>	20 days. All annual leave will be pro rata based on hours.
<b>Probationary Period:</b>	3 months
<b>Location of Work:</b>	<b>The post will be based at Lawrence Batley Theatre, Huddersfield. Travel Expenses to other Kirklees locations will be paid from LBT. Flexible working by negotiation.</b>
<b>Pension:</b>	<b>3% Employer contribution</b>

## **Equal Opportunities**

Kirklees Theatre Trust is an equal opportunities employer. We're working hard to ensure all aspects of our work are representative of the world we live in.

### **Note for candidates who identify as disabled:**

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable, we will make adjustments and offer alternatives to help you through the application and selection process.