



<b>Position:</b>	<b>Programme Manager</b>
<b>Contract type/length:</b>	Fixed contract until 31 March 2026 (possibility of extension)
<b>Location:</b>	MKIAC – Milton Keynes Office based at Milton Keynes College
<b>Salary &amp; Contract</b>	<b>£30,000 to £32,000 pro rata (0.8 FTE / 30 hours a week)</b>
<b>Reporting to:</b>	MKIAC Founding Director
<b>Working with:</b>	Freelance Creative Producer, Freelance Marketing Manager and other team members, contractors, and key project partners
<b>Days/Hours of working</b>	The post will be required to have an active presence within the offices of MKIAC based at Milton Keynes College. Occasional evening and/or weekend working will be necessary. Longer hours will be required in key delivery periods – and the postholder will be required to manage their time accordingly.
<b>Application Deadline</b>	<b>Sunday 21 January 2024</b>
<b>Interviews</b>	<b>w/c 29 January 2024</b>

## About MKIAC

Milton Keynes Islamic Arts, Heritage and Culture Organisation (MKIAC) was established in 2006 with the aim to celebrate, promote and nurture contemporary and traditional Islamic and Islamic-inspired arts and heritage. Through delivery of shared creative experiences that engage diverse communities, MKIAC contributes towards enhanced community cohesion and social connections in the city.

MKIAC's greatest strength has been the relationships it has built with diverse communities as evidenced by one of its most successful projects - an annual community festival, "Art in the Park". First delivered in 2011 and now welcoming over 18,000 visitors each year, Art in the Park has been recognised for its work with volunteers and as a result, MKIAC was awarded the Queen's Jubilee Award for voluntary service.

Our regular programme of activity includes creative workshops, seminars and events in calligraphy, architecture, geometry, arabesque and garden design delivered in a range of locations across the city including community centres, schools, galleries, libraries and museums. We deliver several strands of community projects for target groups.

MKIAC also delivers a digital light projection event in the Autumn, partnering with Bletchley Park and others. The City of Code and Light Festival celebrates, through digital technology and light projections, Islamic art traditions around pattern making and mathematics, linked to new technology and digital coding for today.

MKIAC is now at an exciting time of significant expansion of its delivery, having recently secured funding as part of Arts Council England's National Portfolio Organisations (NPO). We have exciting plans ahead and are looking to recruit for a Programme Manager to support the delivery of this programme between now and March 2026.

## Role

MKIAC (Milton Keynes Islamic Arts, Culture and Heritage) is seeking an experienced Programme Manager to oversee delivery of its high-quality arts and cultural activities as part of MKIAC's NPO programme. You will hold areas of responsibility for MKIAC's NPO programme management, budgeting, fundraising and reporting and will work with the Founding Director and its artists, facilitators and other contractors to deliver a range of creative programmes and projects. The role will connect with all aspects of the organisation – and its delivery – and the post holder will be required to work dynamically with a range of partners, artists, stakeholders and funders.

## Role Outcomes

- A programme activity plan for each year of the MKIAC's NPO Programme is developed and agreed to achieve targets and to fulfil project aims and outcomes.
- Partnerships are maximised and partner relations are positively developed and maintained.
- Key public-facing activities, such as *Art in the Park* or *The City of Codes and Light Festival* are developed, coordinated and delivered to successful conclusion, with effective evaluation methodology implemented.
- Budgets are managed effectively.
- All funder reporting, record keeping and documentation is detailed and thorough.

## Detailed Responsibilities

- Familiarise with MKIAC's programmes, and with the make-up of Milton Keynes communities. Maintain up-to-date awareness and knowledge.
- Build and maintain an effective working relationship with the MKIAC Founding Director and with other team members, including freelance advisers.
- Work with the Founding Director to plan an annual programme of activity (within the parameters of the agreed project activity) that meets the agreed aims, targets and outcomes, and can be delivered within budget parameters.
- Coordinate and deliver specific programmes of activity e.g. seminars and debates, and public realm initiatives as agreed and identified.
- Liaise with partners and stakeholders to build and maintain their engagement and ownership, and to harness resources and support they can bring to projects, including Identifying new partners and stakeholders that can support the programme.
- Provide effective financial and administrative management of significant funders, e.g. Arts Council England and other secured funders. This will include providing an appropriate record and audit trail for funders and supporting with financial record keeping, payments and management reporting as required.
- Manage the budget(s) and any fundraising (£1,000-£100,000+) for projects that make up MKIAC's programme of activity.
- Coordinate organisational and programme evaluation, reporting and data capture; and work with Founding Director to ensure requirements of funders including Arts Council England and other partner organisation are met.
- Ensure appropriate evaluation methodology is developed and implemented at events (e.g. audience and participant surveying) and to develop documentation of the programme and disseminate information as appropriate.
- Review and implementation of company policies, systems and procedures that support MKIAC projects/programme delivery, including – health and safety, safeguarding, data, equal opportunities, event management and contracting.
- Meet, visit and present to community and voluntary groups to promote and share the work of the project and the organisation.

- Ensure regular reports and updates are provided to the MKIAC Founding Director and to the Board as appropriate.
- Attend network events and meeting, always acting as an advocate on behalf of MKIAC.
- Any other coordination, project management, development and administration work as required to ensure effective delivery of the Programme Manager role.

### Person specification

Essential skills, qualities and experience:

- Experience of successfully delivering programmes of participatory activity.
- Demonstrable interest in cultural and creative activity.
- Experience of working with diverse communities.
- Experience of successfully working in partnership with community organisations .
- Evidence of ability to motivate and support volunteers.
- Confident public speaker and strong presentation skills.
- Experience of managing budgets up to £250,000.
- Experience of evaluating projects/ public activities.
- Strong planning skills with a proven attention to detail.
- Efficient time management.
- Excellent communication skills – both written and verbal.
- Evidence of reliability and independent motivation.
- Positive and friendly working approach.
- Ability to work effectively within time constraints and under pressure.
- Strong IT skills - literate in Microsoft Office programmes.
- Willingness to travel and to work at weekends and in the evenings when necessary.
- A values-led approach with a commitment to best practice in equal opportunities and to work that strives to community cohesion and intercultural engagement.

The following skills, qualities and experience are also desirable:

- Experience of utilising a range of social media.
- Experience of work for a voluntary or not-for-profit organisation.
- Experience of working in an Arts Council England National Portfolio Organisation.
- Interest in diverse cultural practice.
- Enthusiasm for Festivals and Outdoor Events.

### How to Apply

If you are interested in working with MKIAC as our Programme Manager, please email the following documents for the attention of Lynn Simmonds at Art Reach (who is acting as a third party recruitment agent to this opportunity) on [hello@artreach.org.uk](mailto:hello@artreach.org.uk):

- a CV (maximum 3 sides of A4)
- a covering letter (maximum 2 sides of A4) outlining your interest and suitability for the role
- a completed [Equal Opportunities monitoring form](#) (optional – see below)

Please include 'MKIAC Programme Manager' in the email subject.

The closing date is 11:59pm Sunday 21 January 2024

Interviews will be held week commencing 29 January 2024 at Milton Keynes College.

## **Equality and Diversity At MKIAC**

MKIAC is committed to equality of opportunity for its workforce, and eliminating unlawful discrimination. We aim for our workforce to be truly representative of all sections of society and those with whom we support and work closely. We want all our employees, contractors and practitioners to feel respected and able to give their best.

As an equal opportunities employer, we particularly welcome applications from Women and people with Black, Asian, Minority, Ethnic (BAME) backgrounds as they are currently underrepresented in our sector.

All appointments will be made on merit of skill and experience relative to the role.

If submitting an application for this post, please consider helping MKIAC to monitor its policy by completing an Equal Opportunities monitoring form available from the Art Reach (recruitment agent).

## **Data Protection**

The information that you provide will be held confidentially by MKIAC and its agent, Art Reach, and will not be provided to any other third party without your previous formal consent.