



25st July 2017

Dear Applicant,

Project Manager, Iniva Creative Learning (Maternity Cover)
(Part-time, three days per week)

Thank you for your interest in this position.

Please find attached more detailed information for this post which includes:

- Job Description and Person Specification
- Further information about Iniva
- Application form
- Equal Opportunities Policy Statement and Monitoring Form

To apply, please complete the attached application form. Please also complete and return Iniva's equal opportunities monitoring form. CVs on their own will not be accepted as an application.

Applications should be emailed to recruitment@iniva.org with 'ICL Project Manager' as the subject.

The deadline for applications is 10am, Wednesday 6th September 2017. Interviews will be held on Wednesday 13th September 2017.

We look forward to receiving your application.

Yours sincerely,

Melanie Keen
Director

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Ritula Shah
Jane Sillis

Reg Charity Number
1031721



Iniva Creative Learning Project Manager Job Description & Person Specification

Iniva Creative Learning Project Manager

Reporting to: General Manager

This is a fixed term contract (maternity cover) to November 2018, 3 days per week.

Salary: £30,000 pro rata (£18,000)

Main Objectives

The Iniva Creative Learning Project Manager will be responsible for overseeing and expanding our learning and education strand, Iniva Creative Learning. This will involve working with our partners A Space on our pioneering Emotional Learning Cards and building on existing partnerships to expand our Art Lab model. The role manages key earned income activity through a portfolio of commercial strands including sales of educational resources and services, and will also manage applications to key Trusts and Foundations for education activity. This role will increase the financial resilience of Iniva as a not for profit arts organisation and develop sector wide learning on income generation.

Main Duties

1. To oversee the strategic and practical development of Iniva Creative Learning in relation to meeting specific financial targets for each strand of work.
2. Managing Iniva's key strategic partnership with A Space to include forward planning, the delivery of joint services and reporting on income and budget.
3. Managing a series of workshops to promote and train people (e.g. arts educators, therapists and health care professionals) in the use of Emotional Learning Cards.
4. Managing 2017 Art Lab, a unique artist and therapist in schools programme. Coordinate delivery of the project across a federation of schools, and manage associated stakeholder relationships.
5. Building relationship with Creative Schools, with the ambition to broker new schools opportunities for Art Lab in 2018 onwards.
6. Contributing to Iniva's strategic planning including achieving financial targets for the organisation in the next financial year.
7. Raising the profile of our innovative Emotional Learning Cards through marketing and distribution, securing a range of partnerships within the UK and internationally that will support the successful delivery of Iniva's educational reach and earned income activity.
8. Working with the Programme and Operations Coordinator editing and maintaining website pages and social media for areas of responsibility.

9. To work closely with Iniva's Director and programme staff delivering of Iniva's income generating activity for Iniva Creative Learning.
10. To be responsible for expenditure relating to achieving financial targets which will include elements of production and marketing.
11. Ensuring that monitoring and evaluation of all related programme activity takes place promptly and is used effectively to improve delivery of income generating activity.
12. To work in a collegiate manner supporting and being supported by the wider team, managing any placements or volunteers secured to support the programme.
13. To carry out such other duties as may reasonably be required.

Person Specification

Essential skills/experience/qualities:

1. At least three years' experience of working within a creative enterprise
2. Experience of managing commercial activity with income and/or fundraising targets
3. Proven experience in learning and education sector, preferably in a visual arts or museum context
4. Proven experience in project management
5. Proven experience in budget management
6. Ability to demonstrate entrepreneurial flair, with an ability to recognise and act upon income-generating opportunities
7. Proven ability to build good working relationships both internally and externally with strong communicating and influencing skills, and highly developed diplomatic judgment
8. Proven experience in building and developing relationships with a range of stakeholders and potential partners
9. Proven numeracy and office administration skills
10. Proven writing and editing skills, particularly in digital communications, editing for web (Wordpress), social media
11. Target driven self-starter

Desirable skills/experience/qualities:

1. Experience of social media marketing and digital media platforms
2. Experience of working in publishing
3. Passion for contemporary visual arts and issues relating to Iniva's mission

Background information

Iniva (Institute of International Visual Arts) is an evolving, radical visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation.

With the Stuart Hall Library acting as a critical and creative hub for our work, we collaborate with artists, curators, researchers and cultural producers to challenge conventional notions



of diversity and difference. We aim to engage a wide audience, particularly young people, in discourse and debate on issues surrounding the politics of race, class and gender.

Through our programme we work predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers. We offer residencies, commission new work and promote existing practices enabling artistic ambition and development. We also run the Stuart Hall Library Research Network, a regular series of public events in the Stuart Hall Library. By cultivating innovative thinking, we are committed to disseminating research across a wide cultural spectrum and geographical network. Our ambition is to build a greater body of knowledge around each of the artists with whom we work to ensure the legacy of their practices for future generations of researchers and audiences.

Founded in 1994, under the leadership of renowned academic Professor Stuart Hall, Iniva is a non-profit organisation based in East London. It has established itself as a pioneering arts organisation in the artistic environment in the UK and beyond. Iniva looks towards the future whilst acknowledging its extensive history and legacy.

Iniva Creative Learning

Iniva Creative Learning (ICL) reflects the belief that contemporary art can stimulate and challenge our understanding of the world around and within us. We produce art focused learning resources to support teachers, counsellors, therapists, art educators and parents who are interested in new ways of fostering emotional intelligence and developing creative thinking by exploring what makes us who we are and shapes where we are going.

ICL evolved out of a long standing partnership between Iniva and [A Space](#), an arts & therapies service. Our experience comes from over 10 years of jointly delivering art education and therapy services for schools and community groups in East London.

Iniva Creative Learning creates [Emotional Learning Cards](#) and delivers in-schools projects through the [Art Lab](#).

Iniva's Governance

Iniva is a registered charity and a company limited by guarantee. Iniva's founding chair was the late cultural theorist Professor Stuart Hall who retired in August 2008. The current chair is Anita Bhalla OBE who was appointed in 2013 and the Board currently has eight members. For information regarding our current Board of Trustees please visit: <http://www.iniva.org/about/board-of-trustees/>

Further Information

For further information on Iniva and its history please refer to the website www.iniva.org