

MANAGER, CREATIVE EUROPE DESK UK - NORTHERN IRELAND

The Manager will be the lead of Creative Europe Desk UK - Northern Ireland, working closely with the Arts Manager, Northern Ireland as well as with the Marketing and Communications Manager of Creative Europe Desk UK, on Creative Europe's MEDIA and Culture sub-programmes.

The Manager will be responsible for information, advice and guidance for applicants as well as information events in Northern Ireland and will contribute to the delivery of the Creative Europe Desk UK work programme and activities in Northern Ireland.

The Manager provides the connection between the NI screen, arts, cultural and heritage sectors and Creative Europe's MEDIA and Culture sub-programmes. The Manager is able to draw upon wide-ranging Creative Europe programme knowledge, project management skills and experience of the cultural and creative sectors to provide specialist advice to NI screen, cultural and creative sector companies and organisations on the programme and its funding opportunities.

Working with Arts Council of Northern Ireland, Northern Ireland Screen as well as Arts Manager at British Council, the Manager also operates in coordination with the UK-wide team of Creative Europe Desk UK who are based in London, Manchester, Cardiff, Edinburgh and Glasgow.

The Manager will rely on NI sector stakeholders' intelligence and sector specificities and needs to develop a tailored and relevant programme to best provide awareness of Creative Europe in NI, and support to NI-based (potential) applicants.

Role Information

Role	Pay Band	Location	Duration	Reports to:
Manager, Creative Europe Desk UK – Northern Ireland	British Council Pay Band 7	Belfast	6 months with possible extension	Belfast

Role purpose

To provide specialist support to Northern Ireland based companies and organisations looking at applying to the Creative Europe for funding to develop their European and international projects and networks.

Strategic Business Unit overview:

The **British Council** was founded to create ‘a friendly knowledge and understanding’ between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK’s international standing, prosperity and security. The programmes we use to do this are wide-ranging and cover the arts, education, English, science and society.

Our UK **Arts team** works with the British Council’s global network of offices to achieve significant impact and change by finding new ways of connecting and seeing each other through the arts. Our team in the UK has three main groupings: We have six art form teams; three cross-disciplinary teams; and three country-specific teams in Scotland, Wales and Northern Ireland. Our aim is to see stronger creative sectors across the world that are better connected with the UK. We believe arts and culture are vital to prosperous, secure societies, and that offering international cultural connections and experiences strengthens their resilience. We are uniquely able to make a difference thanks to our extensive and diverse networks in the UK and internationally, enabling us to respond to the individual context of each place we work in. [Link to Vision on internet.](#)

The **UK Regional team** in Belfast connects Northern Ireland; its government, cities, institutions (schools, colleges, universities, and cultural bodies) and people to the world and aims to ensure that every person in Northern Ireland has access to opportunities for international experience and engagement. We believe this will contribute to an internationally inspired and globally connected UK and a more secure, inclusive and prosperous world.

Creative Europe is the European Union's programme to support the cultural, creative and audiovisual sectors. From 2014-2020, €1.46 billion is available to support European projects with the potential to travel, reach new audiences and encourage skill sharing and development.

Launched in January 2014, Creative Europe brings together a Culture sub-programme, which provides funding for the cultural and creative sectors, and a MEDIA sub-programme, which invests in film, television, new media and games.

Creative Europe Desk UK promotes awareness and understanding of Creative Europe, and provides free advice and support for applicants from the UK. Creative Europe Desk UK’s team of specialists is based across the UK (in London, Manchester, Edinburgh, Glasgow, Cardiff and Belfast) and they organise workshops, seminars and industry events.

The Creative Europe Desks, of which there is one in each European country participating in Creative Europe, provide information and advice to sector organisations looking to apply to programme opportunities.

British Council is home to the Culture provision in England, the UK-wide Marketing and Communications Lead of CED UK who looks after both the MEDIA and Culture sub-programmes, and, from Spring 2017, the Culture and MEDIA provision in Northern Ireland.

In the **Creative Europe Desk UK team** we use our connections and understanding of the UK screen, cultural and creative sectors to advise and support them with their understanding of and applications to Creative Europe.

Main opportunities/challenges for this role:

- Raise awareness of the opportunities available to Northern Ireland screen, arts, cultural and creative sector organisations and companies through Creative Europe.
- Provide guidance and technical assistance on how UK organisations and companies, across a wide diversity of areas and art forms, can engage with, and apply to the EU's Creative Europe programme.
- In the context of the UK's EU referendum result and [the continued eligibility in the next two years](#), provide reassurance and encouragement to stay/become involved in the programme
- Under guidance of the Director CED UK, and Culture Advisor UK, design and deliver an events and engagement plan for both sub-programmes in Northern Ireland which makes part of the CED UK-wide work programme and contribute to planning the 2018 programme
- Collaborate with Arts Council Northern Ireland, Screen NI and British Council art form specialists, as well as, on occasion, with Creative Europe Desk Ireland

Main Accountabilities:

Programmes

- Leads on delivery of a variety of information and advisory events for prospective applicants across Northern Ireland. Develops and implements a schedule for information and promotion activities as part of a NI programme.
- Plans and delivers regular one-to-one advice and project development sessions to assist potential NI-based applicants in developing applications.
- Contributes to robust monitoring and evaluation of the programme and prepares NI reports on the funding outcomes.
- Contributes to production and dissemination of information content and printed materials

Sector/subject expertise

- Proactively maintains a sound working knowledge of major developments, issues and stakeholders within the sectors to build professional credibility, confidence and market insight in relation to European working and engagement.
- Contributes to Creative Europe Culture and MEDIA sub-programme knowledge and information by speaking at selected events, conferences and engagement programmes
- Provides guidance and advice to organisations in Northern Ireland interested in engaging with Creative Europe regarding opportunities and the application process.

Relationship & stakeholder management

- Proactively identifies and cultivates potential sector organisations and companies and individuals for project and programme development and delivery.
- Liaises with all of Creative Europe Desk UK's Culture and MEDIA staff to ensure a joint line on advice and information.

- Liaises with British Council's Arts team in Belfast and rest of UK to ensure an advised and coordinated offer of information and intelligence provision between CED UK – Northern Ireland and sector organisations.
- Supports the Director CED UK, Head of Culture England/Advisor UK and the Marketing and Communications Manager to develop and maintain strong relationships with stakeholder and programme beneficiary organisations in the screen, cultural and creative sectors in order to promote Creative Europe in collaboration with them, to increase application rates.
- Takes responsibility for responding knowledgeably and professionally to enquiries about Creative Europe's MEDIA and Culture sub-programme opportunities to ensure a high quality customer experience and maintain the team's reputation internally and externally.

Risk & compliance

- Ensures that the CED UK in NI programme is delivered in line with British Council quality standards and Project Management methodologies, including adherence to all process and procedures, governance requirements and communication procedures.
- Uses specialist experience to identify project and programme issues and potential solutions or improved ways of working to address them, escalating where necessary.

Commercial, financial & resource management

- Using agreed British Council systems and processes, plans and manages the budget for a range of events, consultancy and mentoring contracts, as well as travel and operational costs and conducts monthly (internal), quarterly (external) and year-end (internal and external) reporting on income and expenditure, profitability and risk.
- Monitors day-to-day financial activity for CED UK in Northern Ireland to British Council and EU standards.
- Provides regular updates of spend and advises on adjustments as appropriate for NI budgets, for approval by the relevant British Council colleagues
- Prepares payments for authorisation with appropriate documentation and liaises with finance staff and vendors for activity in Northern Ireland.

Leadership & management

- Plans and prioritises own work activities, and those of a wider team (also outside the direct management line and external to the British Council), to ensure effective delivery of diverse responsibilities and programmes.
- May be formal line manager to junior staff, temporary staff or interns.
- Provides coaching and mentoring for staff reporting to the role and/or staff in the project teams, as agreed to build capability and capacity within the team
- Shares knowledge, expertise and ideas to support senior managers and peers identifying and/or developing ways in which the CED UK team can make the most effective impact on the British Council's cultural relations.

Role Requirements:

Person Specification:

Assessment stage

Qualifications

Minimum / essential

Desirable

Assessment Stage

Job Specific Knowledge & Experience

Minimum / essential

Desirable

Assessment Stage

- Experience of European cooperation and funding

- Awareness and interest in European cooperation and EU policy

Shortlisting

<p>programmes</p> <ul style="list-style-type: none"> • A good, wide knowledge of UK/NI screen, cultural and creative sectors and knowledge of current practice and sector funding dynamics • A track record in project management • An experience of organising events • The ability to present clearly to a variety of different audiences. 	<ul style="list-style-type: none"> • Experience of working in an international context or with different cultures. • Knowledge of assessment and/or evaluation and/or grant development • Knowledge of assessing and reporting on applications to funding programmes • A good network of contacts across the European and UK screen, cultural and creative sectors 	
British Council Core Skills		Assessment Stage
<p>Managing projects – Level 2 Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p>		<i>Shortlisting AND Interview</i>
<p>Communicating and influencing – Level 3 Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</p>		<i>Shortlisting AND Interview</i>
<p>Managing accounts and partnerships – Level 2 Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>		<i>Shortlisting AND Interview</i>
<p>Planning and organising – Level 3 Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</p>		<i>Shortlisting AND Interview</i>
British Council Behaviours		Assessment Stage
<p>Creating shared Purpose (MORE DEMANDING) Creating energy and clarity so that people want to work purposefully together</p>		<i>Interview</i>
<p>Connecting with others (MORE DEMANDING) Actively appreciating the needs and concerns of myself and others</p>		<i>Interview</i>
<p>Making it happen (MORE DEMANDING) Challenging myself and others to deliver and measure better results</p>		<i>Interview</i>
<p>Working together (MORE DEMANDING) Ensuring that others benefit as well as me.</p>		<i>Interview</i>
<p>Being accountable (MORE DEMANDING) Putting the needs of the team or British Council ahead of my own</p>		<i>Performance Management only</i>
<p>Shaping the Future (MORE DEMANDING) Exploring ways in which we can add more value.</p>		<i>Performance Management only</i>