

Information pack

Freelance Programme Manager for *Stepping In*

Contents

1. Diversity, Inclusion and Access Support
2. The Role
3. Stepping In Description
4. How to Apply
5. Key Responsibilities
6. Minimum criteria for the role
7. Desirable
8. WAHWN (Wales Arts Health & Wellbeing Network)



Stepping In Camu i Mewn



ARIENNIS GAN
Y LOTERI
LOTTERY FUNDED



CARDIFF
SCHOOL OF ART & DESIGN

Cardiff Metropolitan University
Prifysgol Metropolitan
Caerdydd



GIG NHS WALES
Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board



GIG NHS WALES
Bwrdd Iechyd Prifysgol
Saei Abertawe
Swansea Bay University
Health Board



Diversity, Inclusion and Access Support

WAHWN believes in a sector that works for everyone and we are committed to broadening access to the arts and health sector.

For applicants with access requirements, for example individuals who are D/deaf, Disabled, or neurodivergent support is available to complete an application.

Please contact us to let us know how our application process can work for you. . For example, we can cover the costs of a BSL interpreter for a meeting with us prior to making an application, scribing support for dyslexic applicants, or agree alternative formats for applying e.g. video or audio files. We will be guided by you.

Please contact info@wahwn.cymru to discuss your requirements in advance of making an application.

Stepping In

'Stepping In' is a training and mentoring programme for a small cohort of 4 mentees, funded by the Arts Council Wales Arts Health & Wellbeing Lottery and delivered in partnership with **Swansea Bay University Health Board; Hywel Dda University Health Board; PeopleSpeakUp, Caerphilly County Borough Council Arts Development, Cardiff Metropolitan University and Cardiff School of Art.**

Stepping In has been designed to respond to a lack of diversity within the arts and health creative workforce. It aims to nurture a cohort of practitioners to deliver projects in healthcare settings who share the lived experience of people from minoritised communities. Mentee practitioners with lived experience of mental health, global majority backgrounds, social exclusion or low socio-economic backgrounds are encouraged to apply to the programme and will be supported to take part in a full week's intensive training residential, shadow an experienced artist on a live project in a health or community setting for up to 10 days (supported by project partners), receive mentoring sessions, a bursary and full wrap-around support including supervision and peer support.

The Role

WAHWN is looking for an outstanding Wales-based freelance Programme Manager with experience of overseeing and delivering multi-partner projects, training or mentoring programmes.

Role: Programme Manager, fixed term contract 1st April – 30th October 2024

Reports to: WAHWN Chief Executive Officer

Location: Wales. Blended remote and in-person work expected.

Fee: £9000 (inclusive of VAT) based on 36 days @ £250 per day

Access costs: WAHWN encourages its workforce to describe their access requirement through an access rider and will endeavour to meet identified needs to be negotiated

Deadline: 12 noon, Friday 22nd March 2024

Interviews: w/c 25th March 2024 (on Zoom)

WAHWN are seeking an individual who brings expertise and who can work at pace to support the effective and efficient delivery, tracking and reporting across our Stepping In programme and can manage relationships with multiple partners. The role will include working with project partners, external trainers and practitioners, mentors, mentee practitioners, project evaluator and WAHWN team to deliver the project, including delivery and project reporting from end-to-end.

Key Responsibilities

- Programming and overseeing a residential training week at Cardiff Metropolitan University (24th June – 28th June 2024 inclusive) to include training, evenings talks and workshops.
- Act as the key point of contact for evaluator, partners, mentees, trainers and mentors
- Coordinating, with project partners, live placements, shadowing and mentoring support
- Bi-weekly update check in meetings with WAHWN CEO

- Working with WAHWN CEO to ensure accurate and timely reporting in relation to project income and expenditure
- Highlight lessons, risks and challenges in a timely manner relating to project delivery and report to CEO
- Coordinating supervision and wellbeing support for mentee practitioners.
- Contracting trainers and contributors
- Supporting the programme evaluator (e.g. setting up focus groups, reflective sessions)
- Promoting and supporting diversity and inclusion consistently in line with our EDI priorities

The WAHWN CEO will offer logistical support such as fee payments for trainers and contributors, support recruitment of mentees and reporting to ACW.

Minimum Criteria for the Role

- A sound knowledge and experience of delivering multi-partner projects
- Availability to attend in person the residential training week (24th – 28th June).
- A commitment to supporting best practice around inclusion and diversity
- An understanding and appreciation of the challenges and barriers facing those interested in entering the creative industries
- Demonstratable experience of project and budget management
- An efficient and motivated organiser, with the ability to deliver a project through to successful completion
- A problem solver with experience of developing, tracking and managing programmes

- Experience of relationship management, working and communicating with a wide cross section of project partners at a range of levels
- Ability to use Microsoft Office suite and proficient at using Zoom and/or Teams

Desirable

- Experience and understanding of the wider arts and health sector
- Fluency in Welsh (written and spoken)
- An understanding of the role of supervision and wellbeing support
- Knowledge and understanding of the role of Arts Coordinators within Health Boards, arts organisations and public bodies

How to Apply

WAHWN believes in a sector that works for everyone and are committed to broadening access to the arts and health sector workforce.

Unless we've agreed an alternate application format with you, please email a CV and cover letter (maximum 2 pages) to info@wahwn.cymru outlining your experience and skills against those outlined in this application and listing 2 referees. Please use the subject line STEPPING IN PROGRAMME MANAGER in your email. Can we also request that you complete our diversity and equality monitoring form. [Link](#)

Deadline for applications: **12 noon Wednesday 20th March 2024**

Shortlisted candidates will be invited to attend an online (by Zoom) short interview **w/c 25th March.**

About WAHWN

Established in 2013, WAHWN (Wales Arts Health & Wellbeing Network) is the national sector support body for arts, health and wellbeing in Wales. Our work is underpinned by key legislation and drivers, including the Wellbeing of Future Generations Act 2015, and a Memorandum of Understanding between the Welsh NHS Confederation and Arts Council Wales. Our rapidly expanding membership of over 800 arts and health professionals, represents the arts, health and HE sectors working across the full range of art form practice in health, arts and other community settings. WAHWN is proud of its central role within a growing number of key partnership initiatives and our position to provide a national voice for the sector at a strategic level, demonstrating best practice of existing policy implementation and influencing new policies.

<https://wahwn.cymru>



Stepping In Camu i Mewn



