

Job Description:

Working Together Programme Lead

Salary: £40,000 pro rata, 0.4FTE (2 days per week) for 22 months

Application deadline: Monday 25 September, 12noon

You can [listen to this information as an audio file here](#)

Introduction

The Culture, Health & Wellbeing Alliance (CHWA) is seeking a Programme Lead for our Working Together programme.

CHWA is the national membership organisation for creative health. We are partnering with GEM (the Group for Education in Museums) to deliver a two-year programme focusing primarily on six museums around the UK.

The programme is designed to develop sustainable approaches to embedding health & wellbeing outcomes in museum programmes and services. It has been funded primarily by the National Lottery Heritage Fund.

Each of our six partner museums will have a team of 3 or 4 people working together to design and deliver a place-based project. The teams will also receive training and support across 18 months focusing on key areas of practice relating to health and wellbeing.

The Programme Lead will be responsible for overseeing and delivering the whole programme, with guidance and support from both CHWA and GEM. The postholder will be formally managed by CHWA's executive director, Victoria Hume.

We want to ensure this programme catalyses relationships with health and social care partners in the locality, and also generates measurable internal support for health and wellbeing. This is about achieving long-term sustainability for health & wellbeing work in museums. The Programme Lead will need to take an active role in encouraging these relationships and supporting change.

Key duties

- Convene, manage & support a group of six museum partners over an 18-month period. This will include being the first point of contact for all partners, and managing both individual project support and regular group meetings.

- Work with CHWA to manage an external evaluator to support the programme.
- Co-design and oversee meetings for museum partners over an 18-month period. This will include two face-to-face meetings, at the start and end of the programme.
- Co-design and oversee training for museum partners. This will be primarily online and will be coordinated with providers with expertise in various aspects of health, wellbeing, lived experience, and museums practice. (CHWA and GEM will provide contacts for these training providers.)
- Support museum partners' project design where necessary; and provide advice and support to the museum teams throughout the programme.
- Advocate on behalf of museum partners with senior teams and external organisations as necessary.
- Oversee the programme budget (CHWA's finance officer will manage the logistics of payments etc.).
- Ensure the programme, including some elements of the training, is widely shared with the museums and heritage sector via CHWA and GEM.
- Ensure that the project meets funding conditions, undertaking NLHF reporting requirements including coordinating monthly claims for funding in arrears

Person specification

We always aim to be collaborative; caring; inclusive; and committed to positive social change. These are our values as an organisation and it's essential you feel comfortable with this, and that you feel you can work in this way.

We also consider the following to be essential for this role:

- Diplomacy and experience of working with a wide range of people and groups with a variety of professional and lived experiences
- Experience of strategic work to influence organisational change
- Experience of working with museums and/or heritage organisations
- Experience of collaborative leadership and / or coproduction
- Attention to detail, persistence and patience
- Optimism and lateral thinking – willingness to use imaginative new approaches to strategy
- Good, proactive communication skills
- Flexibility and willingness to listen and learn
- Experience managing budgets involving multiple partners

If you have any of the following knowledge or experience, we would like to hear about it:

- Knowledge and/or experience of working with health and wellbeing in heritage or creative contexts
- Work with local authorities and / or health or care institutions
- Work with people with lived experience of health issues

We are always interested in hearing about transferable skills as well as direct experience of any of the above.

Access & place of work

This is a remote working role. There are however likely to be at least two in person meetings with partners and more face-to-face meetings may be needed as the project develops.

We are ready to adapt our working processes in discussion with applicants; please let us know about any access needs we can support during the application process or within the role itself.

Salary

£40,000 pro rata for 0.4FTE.

Contract & hours of work

This is a 22-month contract from November 2023 to September 2025. The postholder will be paid monthly by BACS. CHWA will be responsible for paying Tax and NI when due. The postholder will be eligible for the Nest pension scheme.

This is a two-day per week role, or 15 hours per week. We're happy to explore flexible working arrangements.

Expenses

CHWA will reimburse reasonable travel and subsistence expenses on the basis of agreement prior to travel. We will also reimburse any expenses incurred through the interview process.

How to apply

We would like to receive a CV and covering information explaining why you think you would be suitable for the role, referring to the Key Duties and Person Specification outlined above. **Your covering information can be submitted as an email, an audio recording or a video recording** as you prefer. We would prefer a written CV, but if this is not possible for any reason, please let us know and we can adapt accordingly.

Please tell us about any access needs we can meet to support your application process. We'd also appreciate it if you could click on this link and fill out [this Equality, Diversity & Representation form](#) when you apply. This form is anonymous and we won't be able to connect it with your application, but it helps us assess whether we are reaching a wide pool of candidates. If the link doesn't work for you let us know and we will find an alternative.

We will be holding interviews online on **Friday 6 October**. When you apply, please let us know whether you would be able to attend this if you are shortlisted.

We are committed to ensuring our organisation is as diverse and representative as possible and are using the [IncArts Unlock tool](#) to support this recruitment process. **We particularly want to**

encourage applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, or who are from less affluent socioeconomic backgrounds.

Email: info@culturehealthandwellbeing.org.uk

Timeline

Please send us your application by 12 noon on Monday 25 September. We will let you know of our decision by Friday 29 September and we will aim to hold interviews on 6 October.

We will send plans for the interview including any questions in advance, and let you know who will be on the interview panel before we meet you.

Further information

Please contact Victoria Hume on victoria@culturehealthandwellbeing.org.uk for further information or to discuss this role.