



tanio

Celfyddydol Cymunedo  
Valley & Vale Community

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tanio

Programme Manager:

Arts & the Environment, Special Events

If you would like this job pack in a different format, please call 01656 729246 and leave a message for a call-back or email [helo@taniocymru.com](mailto:helo@taniocymru.com)

## About

Tanio is an organisation committed to providing access to a range of creative activities and interventions to different communities – both locally and internationally.

Our work aims to enable a diverse range of people to develop skills, confidence and self-esteem through creative practices and community work. We believe that by equipping individuals with courage and self-assurance, which can be nurtured by creative self-expression, individuals and communities can be strengthened and enriched.

Established during the miners' strike in South Wales in the early 1980's under the name Valley & Vale, the organisation has worked with countless people and communities using Community Arts as a vehicle for exploration and empowerment. After decades of work, we've naturally evolved our work to bring into line with what communities need from us, and in 2020, we rebranded as Tanio to align with our refreshed direction and purpose. Tanio means 'to spark' or 'ignite in Welsh.



# tanio ignites

## Creativity

- By ensuring our work is of the highest artistic quality, working with trained professional artists
- By opening doors to new opportunities that raise aspiration
- By giving people access to inspiring experiences

## Community

- By creating inclusive & supportive opportunities for all
- By nurturing a safe, respectful & collaborative environment
- By building trust through bringing people together

## Change

- By using community arts as a vehicle for exploration and change
- By having a positive impact on the individual, their families and wider society
- By improving health & wellbeing so individuals can lead happy, curious, & more productive lives



## What we do

**Our work includes 4 programmes:**

- Arts & Health
- Art & The Environment
- Special Events
- Special Projects

Our projects include a weekly drop in session called Breathing Space where people meet to use creativity to express themselves and improve their wellbeing. Breathing Space began with 2 weekly sessions and has developed into 6 sessions in a week across Bridgend and RCT. Breathing Space is delivered in partnership with AWEN, Mental Health Matters Wales and Taff Ely Primary Care Cluster.

Spring Forward, part of our Arts & The Environment programme, was developed to help young people during the pandemic to become more emotionally resilient. This is delivered via Forest Arts, our unique method of engagement, that always take place in a safe outdoor setting. To date we have worked with over 300 young people across Bridgend.

We also have a year round programme of activities and events based at our Tanio HQ in Bettws, this ranges from a Christmas visit from Siôn Corn to beach trips and an outdoor cinema.

For more information visit

## Programme Manager: Arts & the Environment and Special Events

The Programme Manager is a key role in a small dynamic team. Working with the Business Development Director to deliver our Arts and Environment and annual programme of events. Ensuring our projects are run effectively and safely, meeting the needs of our community and funders.

After a successful rebrand and three years of hard work, this is a fantastic opportunity for someone to join to help us take Tanio to the next level.

You will use your organisation & communication skills to deliver our work across Bridgend County and beyond.

This is a full time position based in the company's office and at home, with off-site working & evening/weekend work occasionally required.

### **Reports to:**

Business Development Director

### **Key Relationships:**

Chief Executive, Business Development Director, Programme Manager Arts & Health, Finance and Office Manager, Digital Marketing Officer

### **Responsible for:**

Self-employed Artists and Facilitators, Mentors and Trainees

**Salary on appointment: £30,030 (full time)**



# Responsibilities

- To work from the Bettws site and from home when agreed, supporting the organisation in the facilitation of its current programme of work through coordinating workshops, performances and events for commissioned and funded projects mostly across Bridgend County, specifically but not exclusively:
  - The Arts & Environment programme
  - Projects and events at Tanio HQ
- To provide cover for facilitators and artists as required, and working to ensure all projects are fully staffed.
- To facilitate some sessions across both programmes of work usually equal to half a day per week, but flexible based on need and capacity.
- As agreed with the Chief Executive, set up and manage directly all aspects of project specifications including contracts, budgets, evaluation, ICT requirements, marketing, social media, personnel management and liaising with partners.
- Develop and maintain partnerships with community, public services, schools and arts organisations to increase our scope and capacity for workshops and events.
- To deliver presentations about Tanio to prospective partners and/or participants.
- To respond to enquiries from members of the public across Wales seeking access to Community Arts opportunities.
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- To manage relevant Training (e.g. Forest Arts) workshops, seminars and events. As well as work with senior management to develop Tanio's training offer.
- To manage difficulties that arise during partnerships, projects or training and devise practical solutions.
- To form links with Colleges and other educational establishments involved in Community Arts Education, with a view to involving Tanio in the delivery of their training.
- To develop new and innovative ideas for projects including identifying possible funding streams and working with the senior management team to transform ideas into fully-funded, well designed activity.



- Be proactive in identifying development opportunities for new projects including potential partnerships and developing working relationships with relevant organisations across Wales and Internationally.
- Work with the Freelance Digital Marketing Officer to ensure the Organisation's marketing and audience development strategy is fulfilled. This could include but is not limited to; providing images for posts, checking copy, ensuring appropriate logos are included.
- Encourage others to engage with Tanio's social media by working with freelance staff and participants to ensure good visibility of all projects and training.
- To oversee visits to projects and training, and where necessary manage documentation and appraisal of the work.
- To work closely with the Senior Management Team to submit all necessary interim or closure reports to funders.



### Staffing

- To be involved with the recruitment and selection of freelance staff where appropriate.
- To manage such staff, ensuring that they adhere to all Tanio policies and the Code of Conduct.

### Reporting

- Monthly one to one meetings with the Chief Executive.
- Attend weekly Team Meetings at Tanio HQ.
- Attend all meetings as required by Chief Executive.

## Financial

- To manage the budget and spend of projects as agreed with Chief Executive.
- To work with the Office and Finance Manager to ensure that paid services are invoiced to clients in a timely way.
- To provide relevant financial information to the Office and Finance Manager to enable project and programme budgets to be monitored and kept to agreed expenditure.
- To assist the Business Development Director as required with any funding applications.
- To assist the Senior Management Team as required with any fund-raising initiatives.



## Hours

- Occasionally you will be expected to work some evenings and weekends but time in lieu can be taken, when agreed in advance with the Chief Executive.
- Occasional travel will be required with overnight stays – for which hotel accommodation will be provided, in line with the Travel and Expenses Policy.

## Regulatory

- To ensure that the organisation and associated freelancers, interns and volunteers comply with legislation and statutory and other regulations relating to its work with young persons and/or vulnerable adults and the health and safety of all those engaged on its programmes.
- To work at all times within the terms of the law and any internal policies and procedures currently in place, with particular regard to Employment Law, Health & Safety, Equal Opportunities and GDPR.

## Other

- To undertake such other duties as the Chief Executive may reasonably require or as urgent events dictate.

# Personal Specifications

## Essential

- Experience of programme and project management, preferably in a community-based setting
- Experience of working in a facilitative capacity
- Ability to lead and inspire facilitators, mentors and trainees
- Ability to be creative when problems arise
- Sympathy with the organisation's mission and an understanding of and empathy with the needs of our clients
- Good interpersonal and communication skills and the ability to deal with people at all levels
- Numeracy and ability to create and manage budgets
- Ability to manage own work programme and time effectively, and work as part of a team.
- Qualified in Forest Arts delivery
- Experience of partnership/ collaborative working, especially with established networks in Voluntary and Public Sectors in Wales and beyond
- Able to communicate effectively, verbally and in writing through the medium of Welsh or a willingness to learn
- Knowledge of the Welsh arts sector



## Desirable

- Degree, or relevant qualification applicable to the skills required in this role i.e. arts/ community
- Experience of designing, developing and delivering relevant training programmes that are high quality and relevant to today's learners.



# Notes

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and line manager from time to time. We welcome conversations about the role, please contact us on [helo@taniocymru.com](mailto:helo@taniocymru.com)

## Company benefits

- Access to training and development opportunities
- Flexible working
- Office closes from Christmas Eve until the first working day of the following New Year and no annual leave is required to be used
- An energetic, dynamic team
- Wellbeing walks
- Free tea and coffee in the office and lots of cake!

## Summary of Terms

Salary: £30,030

Contract: Permanent Full time, 35 hours per week.

**Flexible working. Wednesdays in the office are mandatory.**



## Annual leave:

25 days holiday per annum, plus UK bank holidays (holiday year runs from 1 April to 31 March). Additionally, the office closes for Christmas break from 24th December until the first working day of the New Year. Employees do not use any of their annual leave during this period.

## Pension:

5% employer contribution.

## Working Hours:

35 hours per week, 30 min lunch breaks not included. Core working hours per day are 10am – 4pm, with half hour for lunch, the remaining hours can be worked in whatever way suits the employee best. Due to the nature of the role, some evening or weekend work may be required for which TOIL will be available.

## Probation period:

Six months, during which the employer may terminate the contract with one week's notice. Notice period is one month following the successful completion of probation.

## Place of work:

Tanio, Sardis Media Centre, Heol Dewi Sant, Bettws, Bridgend CF32 8SU







## Recruitment Timeline

Shortlisted candidates will be notified by the end of the day on Friday 23rd of February 2024 if they will be invited to attend an interview on Friday 1st March 2024. During the interview, the candidates will also be asked to complete a short task. Please notify us if you cannot attend the specified interview date at the time you submit your application.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

If you need this information in a different format please contact us on 01656 729246 or email [helo@taniocymru.com](mailto:helo@taniocymru.com)

Tanio strives to be an equal opportunities employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Tanio welcomes applications from all sectors of the community regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We actively welcome applications from individuals with backgrounds currently under represented in the arts.

## How to Apply

To apply for the positions please provide the following information by 9:30am on Monday 19th February 2024.

- A comprehensive CV
- A covering letter (maximum two sides of a4) or no more than four minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed equal opportunities form, to find the form click [here](#)

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. All offers of employment will be subject to receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'PROGRAMME MANAGER' in the subject line to [helo@taniocymru.com](mailto:helo@taniocymru.com)

This post will be subject to a check by the DBS. Information about this disclosure can be found at [gov.uk](http://gov.uk)



  
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