



Programme Manager and Training Facilitator

Role Summary

Julie's Bicycle (JB) is seeking an experienced, highly organised professional to take on a pivotal role leading the coordination and delivery of two of Julie's Bicycle's flagship international training programmes. It demands a blend of exceptional project management expertise and a passion for supporting and facilitating transformative climate action within the cultural sector.

Job title:	Programme Manager and Training Facilitator
Contract:	Full time, 1 year contract (preferably January to December 2026)
Travel:	Applicants may be required to do infrequent travel
Location:	Hybrid working: office base is at Somerset House, London: we are flexible on approach, within a hybrid model of in-person & virtual. This can be discussed at interview (*)
Salary:	£34k to £38k p.a., depending on level of experience and knowledge
Reporting to:	Head of Programmes
Start date:	ASAP - depending on candidate's notice period
Normal hours:	Working hours are 9.30am - 5.30pm, Monday – Friday <i>(requests for flexible working hours will be considered, including requests to work 80% FTE)</i>

Other:

- Annual leave is 25 days plus standard bank holidays
- Cultural entitlement of £250 per annum to spend on arts/ cultural events & activities
- All employees are able to claim 1 hour a week for personal wellbeing
- Pension scheme enrolment and 6% employer contributions (reviewed annually)

() Access to office space in London is always available to staff who can't or don't want to work from home.*

If you would like this application pack in a different format (e.g. large print or audio file), please email recruitment@juliesbicycle.com.



About Julie's Bicycle (JB)

JB is a leading non-profit putting **climate action at the heart of culture**. We believe that creativity is a powerful catalyst for change—and that the arts and cultural sector has a vital role to play in building a just, regenerative future.

For over 15 years, we've worked with artists, cultural institutions, funders, and policymakers to mobilise creative climate leadership through advocacy, research, policy influence, training, and community building. We champion climate justice, centre equity, and believe that environmental solutions must be driven by cultural shifts as well as systems change. For more information, please see: [JB Our Work](#).

The Role

We're seeking an experienced, highly organised professional to take on a pivotal role leading the coordination and delivery of two of Julie's Bicycle's flagship international training programmes: ITER and Creative Climate Changemakers (CCC) (formerly Creative Climate Leadership - CCL). This blended role is critical for ensuring the smooth operation and high-quality delivery of both programmes. It demands a blend of exceptional project management expertise and a passion for supporting and facilitating transformative climate action within the cultural sector.

You will be responsible for the full project lifecycle, from strategic co-design of the ITER curriculum as well as facilitating the ITER training. The successful candidate will also be responsible for the day-to-day management of logistics, partnerships, and finance across both programmes (ITER and CCC). This includes leading the coordination for a week-long residential CCC programme in Switzerland in March 2026 (attendance and facilitation for the CCC residential won't be required) and managing the ongoing delivery of the ITER programme. Your ability to maintain clear communication with international partners like Ver Le Futur and In futurum, as well as with funders and programme participants, will be key to success. If you thrive on both high-level strategy and detailed operational delivery, this is a unique opportunity to directly support and scale the next generation of creative climate leaders.

Programme overviews

The successful candidate will be responsible for planning and delivering two of our core training programmes:

- **Creative Climate Changemakers (CCC)** (formerly Creative Climate Leadership) has been running in different formats since 2017. CCC is an international training, support and transformation programme which empowers artists, activists and cultural



change-makers to take action on the climate and ecological crisis with impact, creativity, and resilience.

CCC strengthens the extraordinary climate leadership already energising the creative and cultural ecosystem everywhere. Through deep immersion in the themes, creativity as a practice and the community as a whole, CCC champions a systems approach orientated towards justice and inclusion. Creative Climate Change-makers represent an exceptional international cohort; many projects, companies and careers are flourishing as a result of the programme, with national cultural policies responding to this new field of practice led by over 200 CCL alumni from all five continents.

- **International Touring and Environmental Responsibility (ITER) Programme:** Now entering into its fifth year the ITER programme is a partnership between Arts Council England, Arts and Culture Norway and the Danish Arts Foundation, and aims to foster new international collaborations and connections between the participating countries. ITER consists of two training programmes running in parallel; a course for beginners and a course for Changemakers, followed by an opportunity for participants to collaborate and apply for project funding. The programme is directed at touring professionals in the creative sector, focusing on sustainability. To date, 137 organisations and individual artists have taken part in the programme. Many are now leading the way by re-imagining conventional models of touring, putting environmental and social sustainability at the heart of what they do, and bringing important new learning to the sector.

Key responsibilities

Project management and administration

- Manage the day-to-day project management and administration for both the CCC and ITER programmes.
- Ensure smooth coordination and clear partnership roles (R&Rs) are maintained with key partners for each programme, including Ver Le Futur (Switzerland) for CCC and In futurum for ITER, along with other partners and funders.
- Coordinate, manage, and contribute to internal JB meetings for both programmes, including coordinating internal programmatic development/awayday sessions.
- Manage the budget for ITER and ensure timely payments to partners and guest speakers. Take an overview of the delivery of the Pro Helvetia Grant for CCC.
- Ensure all documentation, including evaluation, impact and funder reports, and statistics, are complete and distributed for CCC, and manage the evaluation for ITER.
- Coordinate logistics for both programmes: scheduling meetings, task management, folder management, and ensuring information flows between the team and stakeholders.

Programme delivery & design



- CCC residential planning: Manage JB responsibilities for planning, project management, and logistics for one full residential CCC programme in Switzerland in March 2026.
- ITER and CCC Programme delivery: Lead the day-to-day delivery of the ITER and CCC programmes across both beginner and advanced levels, ensuring connectivity across sessions, networking, and live events.
- Co-design and co-deliver the ITER seminar sessions curriculum with the Head of Programmes, associate facilitators, JB programme leads, and in futurum.
- Take responsibility for the strategic overview of the ITER curriculum, learning objectives, and proactively respond to the needs/interests of the cohorts.
- Manage all aspects of the online sessions for ITER, with support from the digital team.
- Organise and brief guest speakers for ITER.
- Co-ordinate JB experts and/or deliver mentoring to winning ITER and CCC projects to support successful delivery of participant's project concepts.
- Manage communications with ITER participants and CCC alumni network on occasions.
- Co-design and manage the ITER/CCC networks.
- Take part in the participant and project selection process for ITER/CCC.

Communications, Strategy & Development

- Liaise with the Comms and Marketing teams for JB, Ver le Futur, and other CCC partners.
- Manage the Communications Campaign for ITER in partnership alongside with the JB marcomms team, including promoting the programme, capturing insights, case studies, and assets.
- Support the JB team on developing the brand, strategy, partnership model, and resourcing for ITER/CCC going forward.
- Manage enquiries for and scope new CCCs, as time permits.
- Represent JB across the ITER/CCC programmes alongside the Head of Programmes.

Person Specification

- Outstanding project management and delivery skills and experience, including planning and delivering in-person events, projects, or similar courses.
- Excellent training facilitation skills both for online and in-person training styles.
- Excellent communication skills (spoken and written) and the ability to connect with multiple stakeholders and funders.
- Excellent organisational skills: budget management, scheduling, and timekeeping.
- Ability to work with a wider programming group to support curation.
- Digital skills across a number of online platforms, including Google Drive (Docs, Sheets), Zoom Pro, and Miro/Mural.



- Ability to prioritise tasks and keep the project and team on track to meet multiple deadlines.
- Open, collaborative approach that fosters cross-team communication.
- Knowledge and awareness of access needs.
- Must be proactive, professional, inspiring, and galvanising.

Sector & Thematic Experience

- A commitment to transformative change, inclusion, and justice, and an appreciation of culture as a driver for systems-change.
- Intermediate to advanced environmental knowledge
- Experience working in arts and culture, on climate justice, or on similar training, education, or transformation programmes in other sectors/communities is valued.
- General knowledge of sustainability across the cultural sector is strongly desirable, particularly **expertise on sustainable touring**.
- A keen interest in international and transnational collaboration.

Why Join Us?

At Julie's Bicycle, you'll join a passionate team working at the intersection of creativity and climate action. We offer a collaborative, inclusive, and flexible working culture, where your voice will shape how the cultural sector responds to one of the greatest challenges of our time.

How to apply

If you'd like to apply, please:

- Complete the application form and equal opportunities monitoring form found on our website [here](#).

Submit these via our application portal by **11.59pm on Sunday 23rd Nov 2025**.

We encourage people from any background to apply for this post. We are committed to creating a workforce which is representative of our society, and to bringing together those with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from people of colour and those who self-identify as disabled.

Please note, this post is open to people who already have the right to live and work in the UK, as Julie's Bicycle is not currently in a position to sponsor a work visa.



A note on AI

While we understand that some people may use AI tools for accessibility (and recognise and support that many assistive technologies may use elements of AI), we ask candidates to consider what tools are most appropriate during the application process. For example, we recognise the value for many people of machine learning language tools like Grammarly. On the other hand we would discourage the use of generative AI tools in writing your application, as we'd like to understand your personal interest in working for Julie's Bicycle, and be able to understand your non-AI-assisted communication skills just as they are. We also recognise that for many of the people and creative communities we work with, the rise of generative AI poses a threat to their livelihoods, while the environmental impacts of AI are only set to grow: this means we also have a responsibility as Julie's Bicycle to consider where and when (and if) we use AI in our work.

Thank you for your interest in working at Julie's Bicycle.