

# Rachel Cleverly (she/her)

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## Personal Profile

Ambitious and focussed programme manager specialising in youth participation, creative careers and accessibility. Six-plus years' experience producing programmes engaging young people with established partners and arts professionals across creative industries. Adept at managing partnership projects nationally and locally, from R&D through to delivery and evaluation on time and in budget. Now looking for a new opportunity to continue working directly with creative organisations and partners to help young people develop their confidence and feel empowered to learn.

## Key Projects

- Foyle Young Poets of the Year Award ([The Poetry Society](#))
- OV Theatre Makers ([Old Vic](#))
- Find Your Poetry Day ([National Poetry Library](#))
- Festival of Literature Weekend ([National Centre for Writing](#))
- Emerging Futures ([Clare Leadership](#))
- Inclusive Cultures ([Diverse City](#))

## Employment History

### Education Officer | [The Poetry Society](#) | Oct 2021 – Present

Responsible for leading programmes of all sizes with variable run times, from competitions with a global reach and GBP 100,000+ budget, to stripped-back library, council and school partnership events.

### Key Responsibilities

- Developing hyperlocal projects which involve residents and community organisations.
- Writing detailed, accurate reports for project and organisational funders, and attending follow up meetings to ensure a good relationship with key partners and stakeholders. Contributing to the department's reporting in bids, applications, Arts Council monitoring and board meetings.
- Representing the Poetry Society at education conferences and arts networking events.
- People manager responsible for recruitment and line management of a team of facilitators, practitioners and participation interns.
- Managing multiple complex budgets, including creation, reforecasting and reporting spends to funders. Ensured key activities were delivered within budget and on time.
- Creating learning resources with a print run of 25,000, delivered to all UK schools and libraries.

### Key Achievements

- Responsible for project managing the Foyle Young Poets Award, delivering one of the world's biggest and most prestigious development schemes for young creatives.
- Produced four iterations of the Tower Hamlets SLAM! with 19 primary and secondary schools
- Created and maintained relationships with local and international high-profile partners, driving events in collaboration with the Globe, the Southbank Centre, Westminster City Council and Tower Hamlets Library Service.
- Delivered accompanying lesson plans in collaboration with teachers to be downloaded on the National Poetry Day website, to be delivered in schools across the country.

### **Assistant Director (Freelance) | [Old Vic](#) | August 2023 – Present**

Providing workshop administration and delivery support to the programme Director.

- Assisting workshop planning and facilitation, creating resources, communicating with participants and staff and looking after session admin including registers, resources, travel and petty cash. Responsible for the pastoral care for all participants.
- Supporting the direction of a scratch event. Managing rehearsal and tech schedules.

### **Consultant/Changemaker (Freelance) | [Barbican Centre](#) | Nov 2022 – Present**

Advising the Artistic Director, CEO and Barbican Centre Board on a strategic level to ensure the artistic and political ambitions of the organisation are met.

- Examined the Barbican's new participation policy. Reshaped aspects of the venue's offering for young artists to ensure the voices of creatives were embedded in the strategy.
- Found local community groups to create partnerships events.
- Presented findings and recommendations to the City of London Board. Developed a proposal for a residency scheme for underserved artists. This will evolve the artistic programme so that there is a pipeline from creative learning to mainstage productions.

### **Programmes Assistant | [Clare Leadership](#) | Nov 2019 – Oct 2021**

Coordinated professional development programmes for arts and culture workers.

- Ensured the implementation of all aspects of accessibility, and project managed Inclusive Cultures, a disabled-led development programme for a more accessible arts sector. Developed and delivered onward opportunities to make sure these leaders had a sustained relationship with the organisation and were integrated into the Fellowship programme.
- Led on digital application accessibility: performed audits of CL's digital offer with consultants; developed systems to manage participant access requirements.
- Developed the CL website as a learning resource; edited and published research.
- Responsible for maintaining an accurate CRM systems to ensure a strategic method of data capture; compiled reports which communicated user journey and impact to funders.

### **Programmes Assistant (Intern) | [The National Centre for Writing](#) | Mar – Aug 2019**

Worked with a small team to shape, deliver and administrate a season of events, including creative development workshops, school visits and academic readings.

- Led on the administration of learning events; created contracts for freelance tutors; prepped materials; booked rooms for classes; arranged travel, accommodation and food for visiting delegates and speakers from other UNESCO City of Literature organisations.
- Responsible for the design of a new strand of the 'Writer's Toolkit' learning programme.

## **Education**

- **MA Creative Writing Poetry (Distinction)** University of East Anglia | 2018-19
- **BA English (First-Class)** Queen Mary University of London | 2015-18

## **Professional Qualifications**

### **Excel Core Level 1**

Happy Computers | July 2022

### **Child Protection and Safeguarding Course**

Artswork | May 2022

### **GDPR Training**

The DPO Centre | June 2021

### **Equity, Diversity and Inclusion Coaching**

Sarah Pickthall | May 2020

## **Membership and Boards**

### **Trustee**

The Arvon Foundation | Current

### **Barbican Young Poet**

The Barbican Centre | Current

### **Education & Community Board**

The Old Vic | October 2022

### **OV Theatre Maker**

The Old Vic | February 2022