



Job Description

Post	Head of Programme (2 days per week Job Share)		
Contract	2 year fixed term contract		
Hours	Part time, 2 days per week		
Salary	£40,000 pro rata per annum	Start date	October 2025
Benefits	Access to company pension scheme. 30 days paid holiday pro rata per annum, including public holidays. Plus days gifted between Christmas Day and New Years Day Hybrid working.		

About BOM

BOM is an award winning immersive arts organisation, engaging and empowering communities through innovation with immersive technology and inclusive learning programmes.

Our Immersive Studio works with businesses to craft high quality immersive experiences for commercial clients, cultural organisations, educators and creative practitioners, blending art and technology to deliver powerful immersive experiences.

Our Learning team delivers immersive arts skills programmes engaging underserved children, young people and adults including schools outreach and adult education Bootcamps. These learning programmes help communities grasp the creative opportunities of immersive technology and progress into careers.

BOM also commissions immersive arts commissions and events for public audiences. Recent examples include the Mother Nature mobile game and VR experience (currently in development) and immersive arts meet ups and showcase events with invited guest speakers.

About the Role

The Head of Programme oversees BOM's public programmes, providing strategic direction, management and fundraising to ensure the successful delivery of BOM's work for public audiences.

They are a member of the Senior Leadership Team at BOM, reporting to the CEO, overseeing key members of staff delivering engagement with children and young people and adults, and delivering an exciting and dynamic programme of immersive arts commissions, events and community outreach.

The Head of Programme works as part of a collaborative team, feeding into the design and development of immersive projects developed within the Immersive Studio, to ensure plans meet

diverse audience needs.

The Head of Programme role is operating as a job share (2 days / 3 days per week contract) over the next 2 years, until September 2027.

We are hiring for the 2 days per week contract to work alongside the existing Head of Programme Louise Latter. You will have a focus on BOM's immersive arts programme and fundraising, with a focus on the following areas.

Key Responsibilities (2 days per week job share):

- Strategic direction of BOM's immersive arts commissions
- Strategic direction, planning and delivery of quarterly immersive arts events
- Fundraising and reporting to funders to meet public programme costs

The current Head of Programme, Louise Latter (3 days per week) will focus on overseeing the delivery of BOM's learning programmes for children, young people and adults, including safeguarding.

For more information on BOM, please visit www.bom.org.uk.

Supervisory responsibilities/position in structure

Reports to	CEO
Line management of	N/A

Duties & Responsibilities

Main Responsibilities (2 day per week job share):

- Devise strategic plans for BOM's Immersive Arts commissions and events, working closely with the CEO and CTO to ensure these align with BOM's Technology Strategy and emerging vision, mission and values
- Plan and deliver four public events per year: 2 Immersive Arts Meet Ups and 2 Immersive Arts Bootcamp showcase events, with special guest speakers
- Tracking and reporting programme SMART objectives for Board and funders
- Working as part of 'Team Industry' to identify and help broker career opportunities for Immersive Art Bootcamp participants, ensuring 'positive outcomes' to meet funding targets
- Ensuring robust project management processes across delivery, including timelines, feasibility, risk assessments, transport, insurance, hospitality, contracting
- Budget management including setting, tracking and reporting on budgets to ensure

programme costs do not exceed targets; Obtaining quotes, purchases, requesting purchase orders, submitting receipts and invoices for processing, coding to budgets

- Advocacy, being a front face of BOM, representing our work through external speaking opportunities to raise the profile of BOM
- Identifying funding opportunities, fundraising to meet programme costs, and reporting

Person Specification

Requirement	Essential / Desirable
Experience of commissioning immersive experiences	Essential
Passion and experience for community-centred projects with strong artistic quality and social value	Essential
Leadership experience across programme strategy	Essential
Experience of working with creative practitioners to help them realise their ideas	Essential
Successful track record in fundraising	Essential
Strong budget management and financial control across projects	Essential
Attention to detail	Essential
Excellent communication skills	Essential
A thirst for learning and staying ahead of the curve with immersive technology themes and trends	Essential
Creative thinker, able to devise creative concepts	Essential
Collaborative team player	Essential
Ability to inspire others about the work of BOM	Essential
Experience of safeguarding, with DSL training	Desirable

5. Applications

To apply, please send us your CV and a covering letter (no more than 2 pages) detailing how your skills and experience match the job description.

Email applications to info@bom.org.uk with the subject 'Application for Head of Programme Role'.

Deadline for Applications: **12pm Friday 5th September 2025.**

Interviews will be held: Tuesday 16th September 2025.