

PROJECT MANAGER

JOB DESCRIPTION

Primary Objectives

To plan, oversee and monitor a portfolio of creative arts projects in accordance with goals and objectives established by the Chief Executive and Board of Trustees. To assure the quality, effectiveness and efficiency of delivery of these services. Specifically:

- To oversee the planning, management and rigorous evaluation of the project portfolio including line managing project staff and freelance artists.
- To oversee and develop on-going relationships with existing community partners and research new community partners.
- To assist in the recruitment of freelance artists to the pool of professional practitioners.

Position within Organisation

The Project Manager reports to a Senior Project Manager and supervises a Project Assistant. The team is headed up by the Head of Projects who reports to the Chief Executive.

Specific Responsibilities

Projects

- Liaising with community partners to discuss and arrange the logistics for a portfolio of projects.
- Making site visits in advance of projects and making all necessary project arrangements.
- Managing a Project Assistant.
- Overseeing the Project Assistant's on-site project management.
- Arranging and attending project planning meetings.
- Liaising with artists and booking them for project days.
- Compiling and sending out project contracts and schedules.
- Producing feedback questionnaires and undertaking face-to-face and telephone research.
- Writing evaluation reports to deadline.
- Acting as Health and Safety Manager: undertaking/overseeing Risk Assessment documentation for specific funders / community partners / projects, as appropriate.
- Recording project statistics; and collecting photo permissions.
- Inducting and overseeing volunteers. Organising DBS checks.
- Overseeing the production of certificates, project CDs and post-project material, eg poetry booklets.
- Undertaking annual inventories of all Create project equipment and post-project material.

Other

- Office duties.
- Undertaking any other reasonable duties as may be required by the CE.

Chairman: Eddie Donaldson **Chief Executive:** Nicky Goulder **Patrons:** Sir Matthew Bourne OBE . Esther Freud . Dame Evelyn Glennie . Howard Goodall CBE . Ken Howard OBE RA . Erwin James . Shobana Jeyasingh MBE . Nicholas McCarthy . Lord Moynihan . Susannah Simons **Trustees:** John Broadis . Eddie Donaldson . Richard Duggleby . Alistair Johnston CMG . Vanessa Sharp . Carol Topolski

PERSON SPECIFICATION

Essential Qualifications and Experience

- Educated to degree level.
- Significant levels of project management experience, ideally within the arts or charity sector.
- Demonstrable interest in/knowledge of the arts
- Passion for the transformative power of the arts to change lives.
- Experience of and interest in working across a broad range of artforms and with a wide range of disadvantaged and vulnerable participant groups.
- Experience of developing relationships with a range of community sector/voluntary sector organisations.
- Experience of monitoring and evaluation procedures.
- Outstanding written and verbal communication skills.
- Commitment to Create, its activities and mission.

Skills and Abilities

- Commitment to enhancing the lives of those who are disadvantaged and vulnerable through the creative arts.
- Exceptional organisational and interpersonal skills.
- Ability to work to strict deadlines and remain calm under pressure.
- Ability to work within a small, multi-disciplinary team.
- Ability to multi-task, prioritise and work to disparate agendas.
- Ability to solve problems in a creative way.
- Ability to work under own initiative.
- Accuracy and meticulous attention to detail.
- Numeracy and research skills.
- Supervisory experience.
- A sense of humour.
- A flexible attitude to work: evening and weekend work will be required. The post will also require extensive travel across London and the South East and some travel to the rest of the UK. This may increase as the project portfolio develops.
- An understanding of equal opportunities issues and a commitment to diversity.
- Computer literacy including Microsoft Word, Excel, Publisher, Adobe InDesign & Photoshop and the Internet. If needed, training will be given in Act! (Create's contact management system) and InDesign.

Terms & Conditions

- Salary £18,000-£20,000pa according to experience.
- 28 days holiday including eight Public Holidays pro rata.
- The position is based at Create's offices in the City of London.
- Regular travel to projects in London/the South and, on occasions, further afield.
- Office hours are 9.30am - 5.30pm, Monday to Friday with an hour for lunch.
- Time Off In Lieu may be offered for weekend work required.
- All staff are required to adhere to Create's Dress Code.
- All Create personnel and artists are required to have a Disclosure and Barring Service check, which Create will carry out upon appointment.