

PROJECT MANAGER PM03/17

JOB DESCRIPTION

Primary Objectives

To plan, oversee and monitor a portfolio of creative arts projects in community settings 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 services. Specifically:

- To oversee the planning, management and rigorous evaluation of a project portfolio including line managing freelance professional artists.
- To project manage a portfolio of projects onsite in a variety of challenging community settings.
- To oversee and develop ongoing relationships with community partners.

Position within Organisation

The Project Manager reports to a Senior Project Manager, who reports to the Chief Executive (organisation structure below).

Specific Responsibilities

Projects

- Liaising with community partners to discuss and arrange the logistics of a portfolio of projects.
- Making site visits in advance of projects and all necessary project arrangements.
- Arranging and attending project planning meetings.
- Liaising with artists once they have been booked for project days by the Project Administrator.
- Researching and ordering materials.
- Checking project contracts and schedules once drafted by the Project Administrator.
- Monitoring project expenditure against budget.
- Onsite project management.
- 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 on projects.
- Overseeing the production of certificates, project CDs and post-project material, eg poetry booklets created by the Project Administrator.

Other

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

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 and commitment to the power of the creative arts to enhance the lives of those who are disadvantaged and vulnerable.
- Experience of and interest in working across a broad range of artforms and with a wide range of Create's 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.

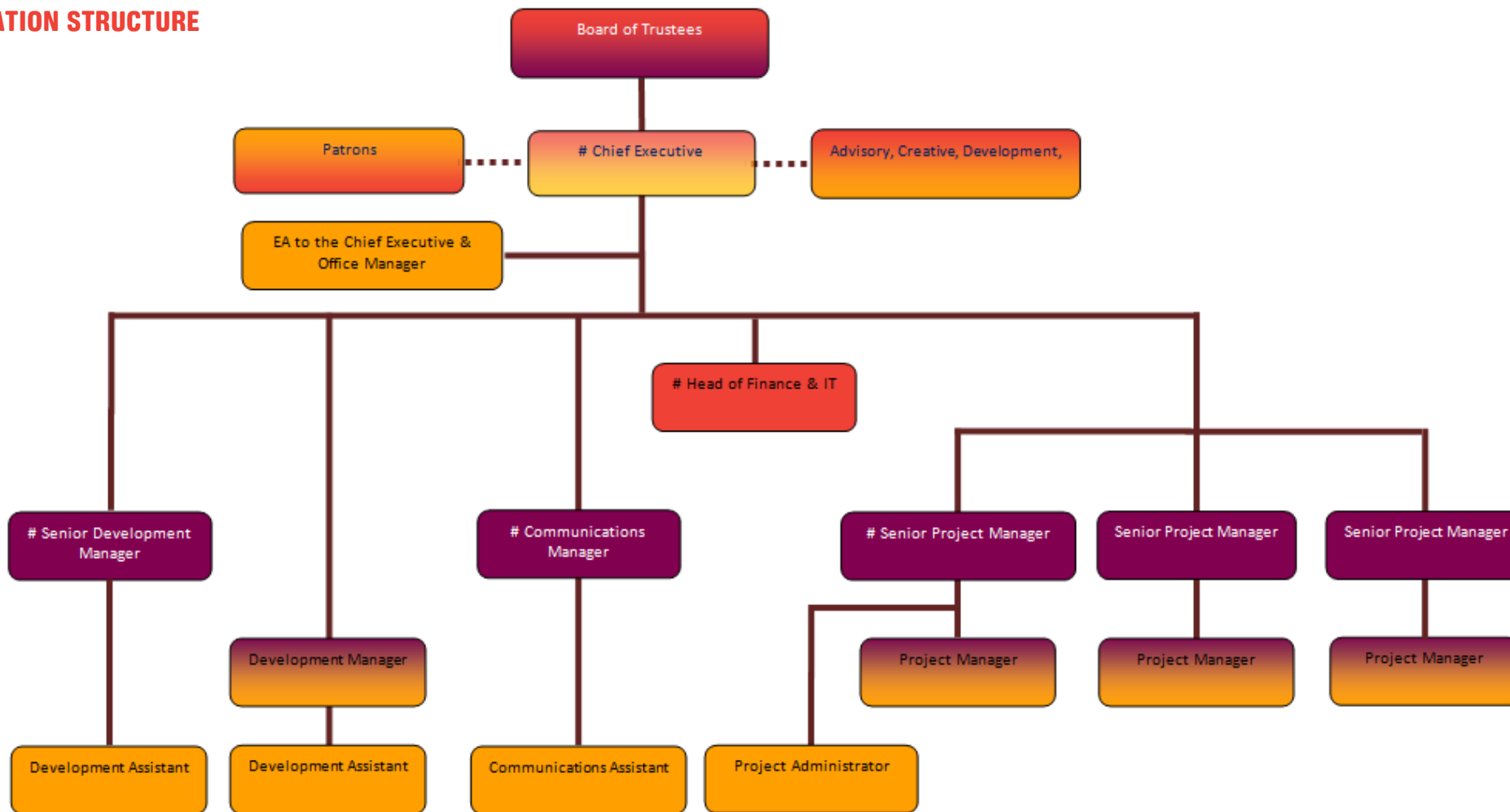
Skills and Abilities

- 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 problem solve in a creative way.
- Ability to work under own initiative.
- Accuracy and meticulous attention to detail.
- Numeracy and research skills.
- A sense of humour.
- A flexible attitude to work: some 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 further.
- An understanding of, and a commitment to, equal opportunities and 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-£21,000pa according to experience.
- 28 days holiday including eight Public Holidays.
- The position is based at Create's offices in the City of London.
- Regular travel to projects in London/the South East and across the UK.
- Office hours are 9.30am - 5.30pm, Monday to Friday with an hour for lunch.
- Working hours whilst on projects fit with those of the community partner, which are regularly outside these hours.
- 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.

ORGANISATION STRUCTURE



Member of Senior Management Team