

# CREATE

ARTS.ORG.UK



## APPLICATION PACK

FREELANCE ONSITE PROJECT MANAGER - LONDON

**CREATE BELIEVES  
IN THE POWER  
OF THE CREATIVE  
ARTS TO PROMOTE  
INCLUSION,  
EMPOWER LIVES  
AND INCREASE  
ACCEPTANCE.**



# JOIN OUR TEAM

Create is the UK's leading charity empowering lives, reducing isolation and enhancing wellbeing through the creative arts. Our focus is on engaging participants in inspiring, sustainable arts programmes in areas where provision is poor and engagement in the arts is therefore low. We know that unleashing creativity ignites imaginations, develops confidence and builds relationships. Like setting off a firework, our professional artists light the touch paper and our participants discover new found self-belief and a desire to try more, do more and be more.

We design and deliver creative arts workshops to engage people who don't normally get the chance to be creative. More than 50 projects each year bring the most vulnerable children or adults together, tackling isolation and loneliness, building skills and promoting wellbeing. Visual art workshops enable young people with serious mental illness to express their feelings and emotions; creative writing projects give homeless adults a voice with which to tell their own stories; dance workshops provide isolated young carers with the freedom to make new friends; and music enables vulnerable older people to bond over shared memories.

This is a hugely exciting time to join Create as we aim to double our reach and income by 2028, and establish a new northern hub in Manchester.



Lord Mayor's Show 2018

# WHO WE WORK WITH

To ensure we reach participants in areas of greatest need, we prioritise partner organisations that receive little or no provision from other arts providers. We select these using poverty indices and government statistics on areas of deprivation alongside data including: disability; pupil premium/entitlement to free school meals; and use of English as an additional language. When choosing locations, we also consider the government's Levelling Up/Arts Council England's under-provided "Priority Places".

## OUR SEVEN KEY GROUPS

- Disabled children and adults
- Young psychiatric hospital patients
- Young and adult carers
- Vulnerable older people
- Young and adult prisoners
- Schoolchildren in areas of deprivation
- Marginalised children and adults (including children in care, homeless adults, refugees, survivors of modern slavery)

During 2022/23, we worked with

**68.8%**

participants who are aged 0-18

**18.3%**

participants who are aged 60+

**52.2%**

participants who are entitled to free school meals

England average 22.5%

**45.3%**

participants of colour

**53.5%**

participants who are disabled / have special educational needs

**CREATE IS A SMALL CHARITY WITH A BIG HEART AND FIERCE AMBITION TO SUPPORT, TOUCH AND CHANGE THE LIVES OF THOUSANDS OF VULNERABLE PEOPLE THROUGH THE POWER OF THE CREATIVE ARTS. AND IT DOES THIS BRILLIANTLY.**

Nicola Brentnall, ex-Director, The Queen's Trust

**CREATIVITY IS INTEGRAL TO YOUR PHYSICAL AND MENTAL WELLBEING. IT ENRICHES AND NOURISHES YOUR SOUL.**

Create Participant

**WE SHOULD ALL HAVE SOME EXPOSURE TO CREATIVE ACTIVITY. SUPPORTING ORGANISATIONS LIKE CREATE IN HELPING TO GET THE BEST OUT OF PEOPLE IS A WAY OF DOING THAT.**

Peter Estlin, 691st Lord Mayor of the City of London

Create Participant

**CREATE GIVES ME A BREAK AND ALLOWS ME TO SEE THE POSITIVES IN MY CARING ROLE AND THE POSITIVES IN LIFE. THE WORKSHOPS GIVE YOU A COUPLE OF HOURS NOT TO HAVE THE STRESS OF CARING AND JUST BE A KID AGAIN.**

# CREATE IN NUMBERS



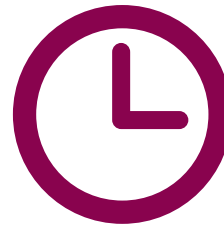
**43,678**  
participants have taken part in our projects since 2003



**159**  
professional artists worked for Create since 2003

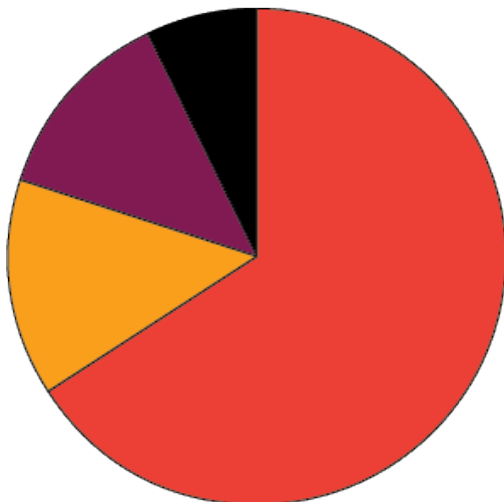


**13,319**  
workshops have taken place since 2003



**351,802**  
hours of contact with participants since 2003

## INCOME IN 2022/23



66% Trusts / Foundations  
14% Corporates  
13% Individuals  
7% Other

## DIGITAL SPACE

Our fast-growing social media presence includes:



**4,602**  
Twitter followers



**2,574**  
Instagram followers



**1,365**  
Facebook followers



**799**  
LinkedIn followers

2020  
charitytimes Awards  
Recognising leadership and professionalism  
**Winner**  
Charity of the Year

**IK**  
KOESTLER AWARDS  
PARTICIPANTS  
2023



*inspired:arts* performance at Sadler's Wells in 2014 in partnership with Create Patron, Sir Matthew Bourne OBE

# THE ROLE

## SUMMARY OF POSITION

Create is seeking a dynamic, energetic, people-centred individual with significant levels of experience of managing creative arts projects in education and community settings to join its pool of freelance project managers in London. This position would suit someone with a passion for the arts – and the power of the arts as a transformational tool in challenging community settings – who has direct project management experience gained in the arts or charity sector.

You will have outstanding interpersonal, negotiation and organisational skills and the ability to communicate effectively, persuasively and empathetically with a variety of different groups of vulnerable people. **Please note:** to apply for this post you must be available during Easter, summer and half-term school holidays as these are our peak periods.

## PRIMARY OBJECTIVES

- To project manage projects as contracted, remotely and onsite in a variety of challenging community settings on a freelance basis 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.

## TERMS AND CONDITIONS

- Fee: £110 per day plus £10 travel expenses within the London Orbital Motorway (M25). Where a project is outside the M25 or in a geographical location outside a standard commute from London, Create will arrange and provide travel. Create may decide to deliver this in a "residency format", accommodation and breakfast will be arranged and provided. For most projects, equipment/materials/project folder are required to be collected/dropped off from/to Create's office. A £20.00 collection fee and/or £20.00 drop off fee will be paid.
- Ahead of independently managing a project, successful applicants will attend an induction session and shadow a Create Project Manager on a workshop. A one-day fee will be paid for this.
- All freelance staff are required to adhere to Create's Dress Code. This includes wearing a Create T-shirt or sweatshirt.
- All Create personnel and artists are required to have an enhanced DBS (Disclosure and Barring Service) certificate, which must include Children's Barred list information, dated within 12 months on appointment. Thereafter, Create requires a DBS dated within three years. Create can arrange a DBS for you (at cost) if you do not have one, it is over a year old or you require one including Children's Barred list information.



## **SPECIFIC RESPONSIBILITIES**

- Onsite and remote project management.
- Communicate pre and post project with Create's Project Manager(s) to ensure that detailed handover notes are shared and understood by all parties.
- Maintain Create's Safeguarding Children and Vulnerable Adults Policy, Health and Safety Policy and the project's individual risk assessment (copies will be provided) through open and effective communication with Create's staff, artists and community partners.
- Identify and communicate any concerns or anxieties with regards to the project/ personnel with Create's Project Manager(s) or, in their absence, with Create's Senior Project Manager(s).
- Collect all necessary data (statistics, photo permissions etc) from participants/ community partners and record the information for Create's future use, clearly identifying when photos cannot be used.
- Ensure that all feedback questionnaires (participants, staff, volunteers, artists) are correctly completed and returned by the time assigned by Create's Project Manager(s), usually the final project day.
- Feedback by phone to the Create Project Manager about the attendance of participants, quality of the artist and creative content at the end of each workshop.
- Record workshop activities through photographs/films as appropriate.
- Document project activities through completion of a daily project log (including details of any informal sharings/number of audience members etc), highlighting what went well and any improvements that could be made.
- Identify and conduct a participant case study, as appropriate and in consultation with Create's Project Manager(s).
- Induct and oversee volunteers (usually from one of Create's corporate funding partners).
- Take responsibility for Create's materials/equipment; collect and return these, along with the paperwork folder, to Create following the project, in consultation with Create's Project Manager(s).
- Comply with Create's confidentiality policy.

## **POSITION WITHIN ORGANISATION**

- Responsible to a Senior Project Manager. Work with a Project Manager.

## PERSON SPECIFICATION

### Essential Qualifications and Experience

- Significant levels of project management experience within the arts sector.
- Demonstrable interest in/knowledge of the arts.
- Passion for the 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 disadvantaged and vulnerable participant groups.
- Experience of developing relationships with a range of community/NFP/voluntary sector organisations.
- Experience of monitoring and evaluation paperwork.
- 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 and prioritise.
- Ability to solve problems in a creative way.
- Ability to work under own initiative.
- Accuracy and meticulous attention to detail.
- A sense of humour.
- A flexible attitude to work: evening and weekend work may be required. The post will also require extensive travel across London and the South East; and some travel to the rest of the UK.
- An understanding of, and a commitment to, safeguarding, equal opportunities and diversity.

**Create is committed to a policy of equal opportunities embracing diversity in all areas of activity and welcomes applications from disabled people and people of all ethnicities.**

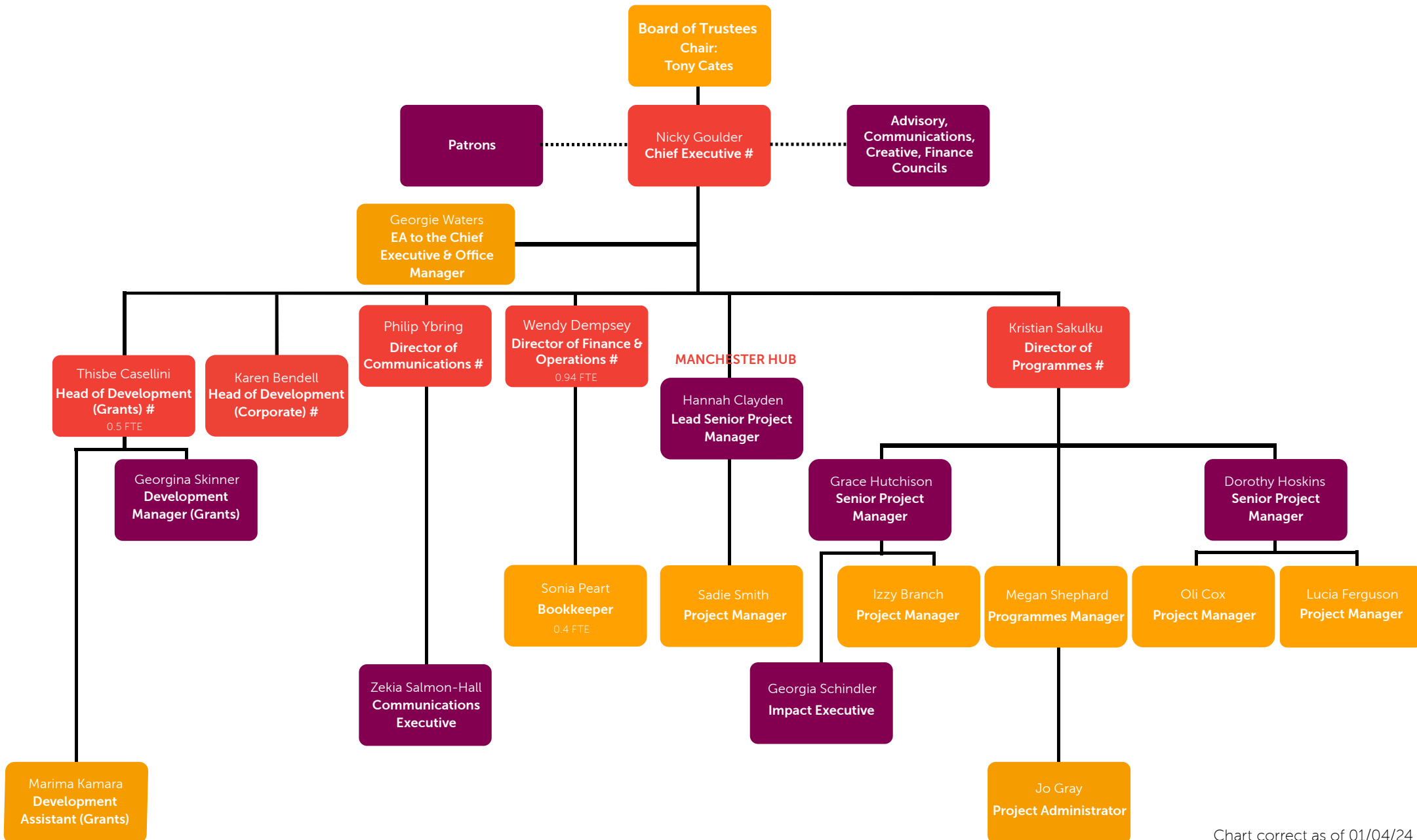
**I HAVE FOUND MY VOICE THROUGH CREATE'S ARTS PROGRAMMES. EVEN WHEN I FEEL A BIT OUT OF MY DEPTH USING NEW TECHNIQUES, I STILL FEEL COMFORTABLE HERE.**

Create participant



# ORGANISATIONAL STRUCTURE

# - denotes membership of the Senior Leadership Team





# HOW TO APPLY

To apply, please send a completed application form with a short email providing a telephone number where you can be contacted in confidence.

Download the [application form here](#).

Completed application forms can be emailed to [georgie@createarts.org.uk](mailto:georgie@createarts.org.uk) (please type the job title in the subject field).

No agencies / consultancies.



**CREATE'S  
PROGRAMMES  
PLAY A VITAL ROLE  
IN DEVELOPING  
KEY SKILLS, LIKE  
CREATIVITY, SO  
THOSE MOST IN NEED  
IMPROVE THEIR LIFE  
CHANCES.**

Nicole Lovett, Director, CSR, Deutsche Bank

### **FURTHER INFORMATION**

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Registered charity number 1099733