

# CREATE

ARTS.ORG.UK



## APPLICATION PACK

FREELANCE ONSITE PROJECT MANAGER (FPM)  
LONDON HUB

# 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 WORK WITH

**DISABLED  
CHILDREN &  
ADULTS**

**VULNERABLE  
OLDER PEOPLE**

**YOUNG  
PATIENTS**

**YOUNG  
& ADULT  
CARERS**

**CHILDREN IN  
CARE & CARE  
LEAVERS**

**SCHOOLCHILDREN  
IN AREAS OF  
DEPRIVATION**  
and their teachers

**YOUNG &  
ADULT  
PRISONERS**

**OTHER MARGINALISED CHILDREN & ADULTS**

We deliver creative arts workshops led by professional artists, to engage communities who don't normally get the chance to be creative. Create work in partnership with community partners (eg schools, hospitals, young carer services, etc) to design bespoke workshops with each individual group. We deliver around 100 projects each year.

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.

# SUMMARY OF POSITION

Create is seeking dynamic, energetic, person-centred individuals with significant levels of experience of managing creative arts projects in community and education settings to join its pool of Freelance Onsite Project Managers (FPM) 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 and organisational skills and the ability to communicate effectively, persuasively and empathetically with a variety of different people.

The FPM is onsite for the delivery part of a project, at the community partner's organised venue, supporting participants and Create's professional artists to deliver workshops. All workshops are also supported by at least one member of community partner staff. An in-house Create Project Manager pre-plans with the professional artist and community partner to make necessary arrangements, which they then pass onto the FPM to manage project delivery.

FPMs are contracted on a project-by-project basis, to deliver 'blocks' of workshops. These may take place over variable lengths of time, eg three consecutive full days, six weekly half days on Tuesday mornings.

Since 2020 Create also delivers workshops with isolated participants remotely online using Zoom (Create Live!). Whilst this is now rare and most Create workshops have returned to being venue based, FPMs may be asked to support in managing Create Live! workshops.

The recruitment process is made up of four stages:

- » Application
- » Interview
- » Induction (Includes 2-3 hour online induction and shadowing an in-house Create Project Manager at a workshop. A full day fee is paid)
- » Trial project (Subject to references and DBS check. Trial project is paid at regular rate)

**[THE PROJECT MANAGER] WAS GREAT, REALLY SUPPORTIVE AND HELPED THROUGHOUT THE PROJECT WHEN NEEDED. IT WAS QUITE A LARGE GROUP AND SHE WOULD STEP IN IF I WAS HELPING ELSEWHERE AND ONE OF THE CHILDREN NEEDED SUPPORT.**



# WHAT WE OFFER FPMS

## FEES

Create pays FPMS a fee of £130 per day. To ensure fairness and equality, we do not negotiate fees individually. For FPMS who manage a minimum of three full projects per annum and have been working in this role with Create for a minimum of three years, this fee increases to £140 per day. Any fee increase will be implemented from 1 April following the milestone having been reached.

## FEES / CONTRACT

- » Contract issued for each project.
- » Project management fee: full day (100%); half day (60% in-venue / 50% **Create Live!**).
- » Planning meeting fee for online meeting with Create/community partner organisation: ¼ day (25%).
- » Pick-up fee if collecting/dropping off equipment/materials at Create's premises (£20 per trip).
- » Non-residential projects delivered outside M25: 110% fee.
- » Fees paid on 14<sup>th</sup> of the month following delivery date. Create issues a self-billing invoice.
- » Fees may be reviewed ahead of a new financial year, which starts on 1 April, taking into account inflation. Any fee increase will depend upon affordability by the charity.

## POSTPONEMENT / CANCELLATION

- » Cancellation of project/workshop: 50% of fee for dates within 14 days; 100% of fee for dates within 7 days.
- » Postponement of project/workshop: No fee payable. Create works with the artist, FPM and community partner to find new dates that work for all parties (wherever possible).

## EXPENSES

### Create covers the cost of:

- » Travel to/from projects outside the M25 (Create does not pay for travel to projects within the M25).
- » Hotel accommodation for residential projects.
- » £20 per diem for residential projects.

## PROJECT MANAGEMENT

- » Opportunity to work alongside exceptional professional artists and a wide range of participant groups.
- » Daily debrief call with a Project Manager after each workshop whilst working onsite.
- » An evaluation report is written for each programme. This is shared with delivery artists.

## SAFEGUARDING

- » All staff, artists and FPMS work within Create's rigorous Safeguarding Children and Vulnerable Adults Policy.
- » An enhanced DBS check including Children's Barred List information (required) can be organised by Create. This is charged at cost. (Create requires a DBS check dated within 12 months on appointment, then every three years thereafter).
- » Free safeguarding training provided. Personnel must complete training every three years, and complete Create's safeguarding quiz annually.

## TRAINING / SOCIALS

- » Free six-monthly training / CPD.
- » Invitation to socials.

# SPECIFIC RESPONSIBILITIES

- » Onsite and remote project management.
- » To maintain Create's Safeguarding Children and Vulnerable Adults Policy, Health and Safety Policy and the project's individual risk assessment.
- » To maintain open and effective communication with Create staff, Create's artists and community partners and brief and debrief with Create's artist and community partner staff before and after a workshop.
- » To collect all necessary data (statistics, media permissions, etc) from the participants/ community partners and record the information for Create's future use.
- » To ensure that all feedback questionnaires (participants, staff, volunteers, artists) are correctly completed and returned by the time assigned by Create's Project Manager(s).
- » To brief any volunteers using Create's Volunteer Verbal Briefing document and ensure they abide by Create's Volunteering Guidelines and Safeguarding Children and Vulnerable Adults Policy.
- » To record workshop activities through photographs/films as appropriate.
- » To document project activities through completion of daily project logs (including details of any sharings/number of audience members etc).
- » To identify and conduct a participant case study, as appropriate and in consultation with Create's Project Manager(s).
- » To take responsibility for Create's materials/equipment and return these, along with the paperwork folder, to Create following the project, in consultation with Create's Project Manager(s).

**[THE PROJECT MANAGER] WAS FANTASTIC, SUPER INVOLVED...GETTING TO KNOW THE PARTICIPANTS, JOINING IN WITH ACTIVITIES AND ASSISTING PARTICIPANTS BRILLIANTLY.**

Create artist, *community:matters*  
Storytelling project with young adults  
with learning disabilities,  
April 2025

*creative:voices* Lewisham  
Visual art project with adult carers  
July 2024



# PERSON SPECIFICATION

- » 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.
- » Exceptional organisational and interpersonal skills.
- » Ability to self-reflect and take on constructive feedback.
- » 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 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. To apply for this post you must be available during Easter, summer and half-term school holidays as these are our peak periods.
- » An understanding and commitment to diversity, equity and inclusion.

**THE INVOLVEMENT OF THE PROJECT MANAGER WAS KEY TO THE SUCCESSFUL DELIVERY OF THE PROJECT. BY LIAISING WITH (COMMUNITY PARTNER), SHE ALLOWED ME TO FOCUS FULLY ON PLANNING AND DELIVERING THE CREATIVE ACTIVITIES. HER SUPPORT HELPED KEEP PARTICIPANTS MOTIVATED AND ON TASK, AS SHE WAS AVAILABLE TO ASSIST ANYONE WHO NEEDED EXTRA HELP.**





# 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.

Interviews will be arranged on an individual basis.

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

Download the application form [here](#).

No agencies / consultancies.