

CREATE

ARTS.ORG.UK



APPLICATION PACK

PROJECT MANAGER (GREATER MANCHESTER)

**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 95 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 the reach and impact of our work by our 25th anniversary in 2028, and continue expanding our work in the North West.



smartcar showcase 2025

WHO WE WORK WITH

To ensure we reach participants in the 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 under-provided "Priority Places" such as those identified by Arts Council England and BBC Children in Need.

OUR EIGHT KEY GROUPS

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

During 2025/26, we worked with 2,509 participants:

55%

aged 5-18

21%

aged 60+

60%

eligible for free school meals

England average 25.7%

48%

of the global majority

50%

with special educational needs / disabilities

CREATE ENABLES SOCIETY'S MOST DISADVANTAGED PEOPLE TO CONNECT, BUILD SKILLS AND IMPROVE THEIR WELLBEING. WE ARE PROUD TO BE SUPPORTING THE CHARITY'S EXPANSION IN THE NORTH WEST, USING THE POWER OF THE CREATIVE ARTS TO ENHANCE MORE LIVES IN AREAS OF DEPRIVATION, WHERE THERE IS GREATEST NEED. THESE OPPORTUNITIES PROVIDE A POSITIVE AND LONG-LASTING VALUE FOR PARTICIPANTS AND THEIR LOCAL COMMUNITIES, AND WE ARE DELIGHTED TO BE PART OF THIS IMPRESSIVE JOURNEY.

Stuart Hobley, Director, The Linbury 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



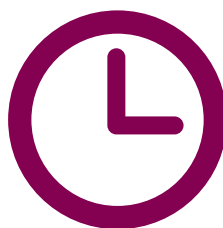
50,430
participants have taken
part in our projects
since 2003



206
professional artists
worked for Create
since 2003



17,167
workshops have taken
place since 2003



421,875
hours of contact with
participants since
2003



£14,433,907
income raised

DIGITAL SPACE

Our fast-growing social media
presence includes:



4,135
X followers



5,802
Instagram followers



1,531
Facebook followers



1,598
LinkedIn followers

AWARDS

146
awards since 2012

INCLUDING



IN 2025/26

14 Koestler Awards



Shortlisted for 'Marketing
Partnership of the
Year' at the Business
Charity Awards for our
partnership with smart
UK

**ThirdSector
Business
Charity
Awards**



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

THE ROLE

SUMMARY OF POSITION

Create is seeking a dynamic, energetic, person-centred individual based in Greater Manchester with significant levels of experience of managing creative arts projects in education and community settings. This full time 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 extensive project experience gained in the arts or charity sector.

You will be responsible for managing a portfolio of Create's projects and will oversee our freelance professional artists and freelance project managers at workshops and events. 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.

As Create continues to develop its work over the coming years, the job may involve increasing levels of UK travel.

POSITION WITHIN ORGANISATION

- Reports to the Senior Project Manager (North West).
- Works alongside the Senior Project Manager, and Director of Programmes.

TERMS AND CONDITIONS

Create is a caring employer, committed to wellbeing, team spirit and enabling all members of the team to share in the impact of the charity's work.

- Salary: £29,000
- Holiday: 25 days (including 3 faith days*) + 8 Public Holidays. 2 further days after 5 years' service.
- This is a full-time home-based role based in Create's North West Hub in Greater Manchester.
- Projects take place across Greater Manchester, Merseyside and beyond. Regular travel and some staying away are required. Out of pocket expenses are reimbursed.
- 35-hour week: standard office hours are 9.30am-5.30pm, Monday to Friday with an hour for lunch. As a Project Manager, work outside these hours is regularly required to fit with the timings of projects.
- Attend a minimum of four in-person events in London each year (two staff socials; two training days).
- As part of Create's Green Action Plan, the charity offers the Cycle to Work scheme. T&C Apply.
- In line with Create's Safeguarding Policy, all staff are required to have a Disclosure and Barring Service (DBS) check, which Create will carry out upon appointment.

** Create closes the office over the Christmas period. For staff members who celebrate other faith days, however, the charity is happy to discuss alternative dates.*

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.

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 and freelance Project Managers.
- To project manage a portfolio of projects onsite in a variety of challenging community settings (eg: adolescent psychiatric hospitals, day centres for older people, prisons, mainstream / SEND schools, young / adult carer services).
- To oversee and develop ongoing relationships with community partners.

Specific Responsibilities

Projects

- Liaising with community partners to discuss and arrange the logistics of a portfolio of projects.
- Making all necessary project arrangements including compiling schedules, booking travel and accommodation and packing materials.
- Arranging and attending project planning meetings.
- Liaising with freelance artists once they have been booked for project days by the Senior Project Manager.
- Supporting freelance artists and emerging artists on the Nurturing Talent Programme on-site, assessing the quality of their delivery and sharing any constructive feedback.
- Liaising with freelance onsite Project Managers both before and after a project.
- Supporting the Project Administrator with researching and ordering materials.
- Monitoring project expenditure against budgets.
- Preparing, lifting and transporting heavy project materials, supplies and equipment from the storage unit to projects.
- Onsite project management.
- Producing feedback questionnaires and undertaking face-to-face research.
- Supporting the Senior Impact Executive, providing a complete set of the required data 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 media permissions.
- Inducting and overseeing volunteers on projects.
- Overseeing the production of certificates and post-project material.
- Assisting with observing and inducting new freelance artists and freelance onsite Project Managers into the freelancer pool.

Other

- Travelling to the Create storage unit regularly and ensuring it remains well organised.
- Maintaining up to date knowledge of materials and equipment.
- Sharing Create's commitment to safeguarding and promoting the wellbeing of our participants. Our Safeguarding Children and Vulnerable Adults Policy can be found [here](#).
- Undertaking any other reasonable duties as may be required by the Chief Executive.

PERSON SPECIFICATION

To apply for this role you must have experience in managing creative arts projects in community settings. Applications without this experience will not be considered.

Essential Qualifications and Experience

- Educated to degree level or equivalent experience.
- 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.
- Knowledge of the cultural landscape and priorities for communities within the North West and Greater Manchester (including an awareness of local community organisations).
- Commitment to Create, its activities and mission.
- Clean driving licence and own vehicle.

Desirable Experience

- Trauma informed practice.
- Experience of monitoring and evaluation procedures.
- Experience using Salesforce or similar CRM.

Skills and Abilities

- Outstanding verbal and written communication skills.
- Exceptional organisational and interpersonal skills.
- Ability to work under own initiative and remotely.
- 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, prioritise and work to disparate agendas.
- Ability to problem solve in a creative way.
- Accuracy and meticulous attention to detail.
- Ability to form warm, trusting relationships with a wide range of different people.
- Numeracy and research skills.
- A flexible attitude to work: some evening and weekend work will be required. The post will also require extensive travel across the North West and further afield. This may increase as the project portfolio develops further.
- Computer literacy including Microsoft Office, Adobe InDesign & Salesforce. Training will be given in Salesforce (Create's contact management system) and InDesign if required.
- An understanding and commitment to diversity, equity and inclusion.

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.

Please note: preparing, lifting and transporting heavy project materials, supplies and equipment from the storage unit to projects is a core part of this role.

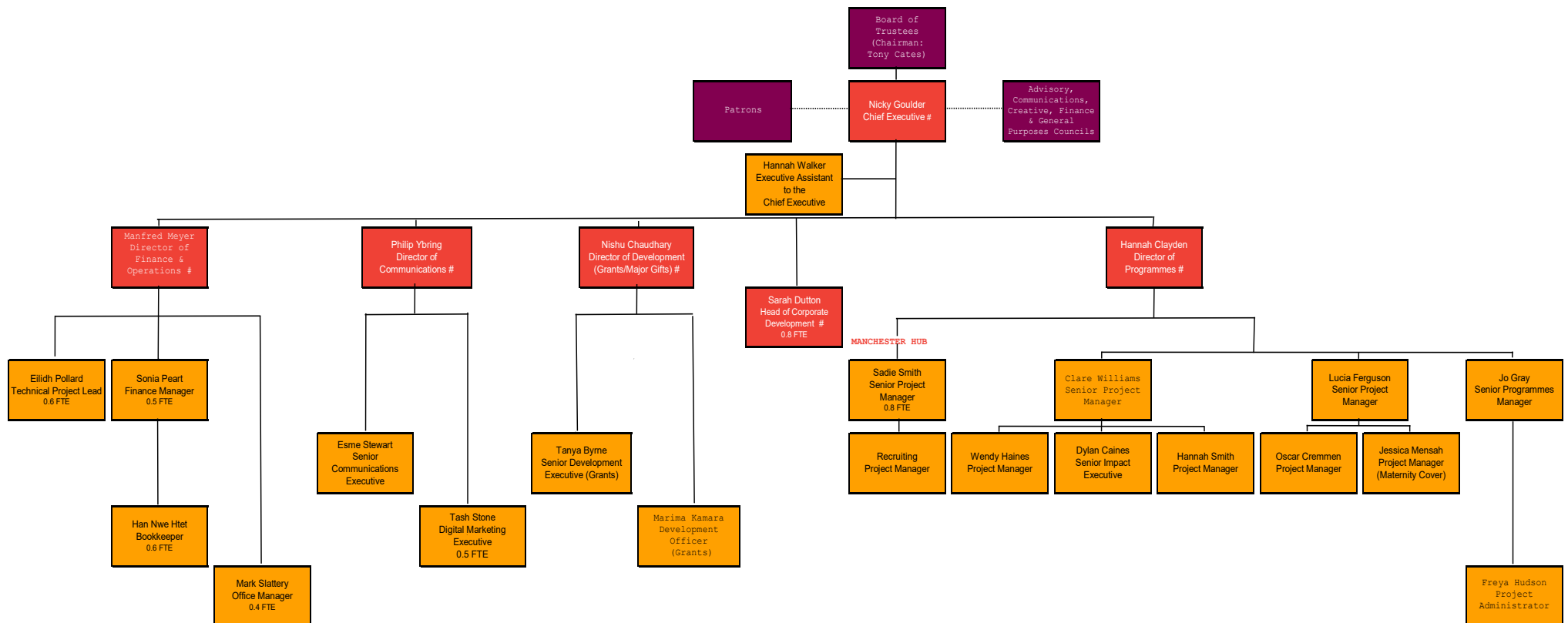
**I HAVE FOUND MY VOICE
THROUGH CREATE'S
ARTS PROGRAMMES.
EVEN WHEN I FEEL
A BIT OUT OF MY
DEPTH USING NEW
TECHNIQUES, I STILL
FEEL COMFORTABLE
HERE.**

Create participant



ORGANISATIONAL STRUCTURE

- denotes membership of the Senior Leadership Team





HOW TO APPLY

The deadline for applications is 9am on Wednesday 28 October.

1st Interviews:

Tuesday 3 November at 70 Spring Gardens, Manchester M2 2BQ.

2nd Interviews:

Tuesday 10 November (am) at 70 Spring Gardens, Manchester M2 2BQ.

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

The completed application form can be emailed to recruitment@createarts.org.uk (please type the job title in the subject field).

Download the application form [here](#).

No agencies / consultancies.

**WE ARE PROUD TO SUPPORT
CREATE AS OUR WHITE
STUFF CHARITY PARTNER.
THE HUGE IMPACT THEY
MAKE TO THE LIVES OF THE
PEOPLE THEY WORK WITH IS
TRULY REMARKABLE - THEIR
PASSION, CREATIVITY, AND
COMMITMENT SHINE THROUGH
IN EVERYTHING THEY DELIVER.
WE CAN'T WAIT TO SEE WHAT
WE ACHIEVE TOGETHER IN THE
YEAR AHEAD.**

Tracey Verghese, Managing Director, White Stuff

FURTHER INFORMATION

Hannah Walker
Executive Assistant to Chief Executive
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[@createcharity](https://www.instagram.com/createcharity)

Registered charity number 1099733