

## FREELANCE ONSITE PROJECT MANAGER ~ NORTH WEST

### THE ROLE

**Please note: to apply for this role you must be available during Easter, summer and half-term school holidays as these are our peak periods. You must also be based in / around Greater Manchester / Merseyside.**

### Background

**Create is the UK's leading charity empowering lives, reducing isolation and enhancing wellbeing through the creative arts.**

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're a national charity that champions local priorities by collaborating with our partners to tailor every project to each individual's needs. We believe that everyone – regardless of circumstances, behaviour, age, gender, race or disability – deserves the chance to fulfil their potential. Each project is a collaboration with one or more community partners, which have specialist knowledge of local priorities and the participants that they exist to serve.

Our focus is on engaging the most marginalised participants in inspiring, sustainable arts programmes – delivered in familiar settings where they feel comfortable and safe – in areas where provision is poor and engagement in the arts is therefore low. During the COVID-19 lockdowns we are delivering our programmes via our **Create Live!** Zoom delivery mechanism. We prioritise our work with seven participant groups: young patients; disabled children and adults; young and adult carers; schoolchildren (and their teachers) in areas of deprivation; vulnerable older people; young and adult prisoners (and their families); and marginalised children and adults.

Many of our programmes are developed and delivered in partnership with the business community, helping to meet their Corporate Responsibility priorities. Every project we deliver is rigorously evaluated because we're passionate about providing inspiring and empowering creative experiences that have a lasting impact. We also evaluate the longer-term impact of our work through the *Making it Matter* initiative, which revisits two projects each year, 6-24 months after they took place.

One spark of creative energy opens up a world of positive opportunities. **Create lights that spark.**

### NW hub ~ Manchester

COVID-19 has underlined as never before the inequalities faced within our society, the isolation experienced by the most disadvantaged and vulnerable children and adults, and the vital role that the creative arts can play in connecting, empowering, inspiring, upskilling, and enhancing wellbeing.

As part of our ambitious five-year strategy to double the reach and impact of our work by 2026, we will develop a new hub in Manchester during 2021/22, enabling us to expand the delivery of our whole project portfolio to participants in areas of extreme deprivation in the North West (and beyond).

We are therefore looking to appoint a pool of Freelance Onsite Project Managers in the Greater Manchester and Merseyside areas.

**Chairman:** Eddie Donaldson OBE **Chief Executive:** Nicky Goulder **Ambassador:** Alistair DK Johnston CMG **Youth Ambassador:** Abi (15)  
**Patrons:** Sir Matthew Bourne OBE Esther Freud . Dame Evelyn Glennie . Howard Goodall CBE . Ken Howard OBE RA . Erwin James .  
Shobana Jeyasingh CBE . Tim Marlow OBE . Nicholas McCarthy . Lord Moynihan . Susannah Simons . Isy Suttie **Trustees:** John Broadis .  
Tony Cates . Eddie Donaldson OBE . Tim Jones . Marit Meyer-Bell . Vanessa Sharp . Paul Thimont . Carol Topolski

### 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.

### Reports

- This role reports to a Senior Project Manager and works with a Project Manager.

### Specific Responsibilities

- Remote and onsite 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.
- 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.

## 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 Greater Manchester / Merseyside; and potentially 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**

### Terms & Conditions

- Fee: £90 per day plus agreed travel expenses. Create may decide to deliver workshops in a "residency format". Accommodation will be provided along with up to £22pd to cover subsistence. All expenses must be supported by a VAT receipt.
- All freelance staff are required to adhere to Create's Dress Code. This includes wearing a Create t-shirt or sweatshirt.
- All Create personnel, artists and freelance staff are required to have an enhanced DBS check, dated within the last three years. Create can arrange a DBS for you (at your own cost) if you do not have one.
- Applicants must be free for both first interview (23 March) and second interview (25 March) via Zoom.
- To join the pool immediately, ahead of independently managing a project, successful applicants will attend a training session (30 March) and shadow a Create Project Manager for a number of workshops during the two week Easter holiday (5-16 April). This will be via Zoom and may be across separate dates depending on applicants' availability. A one day fee will be paid for this training/shadowing. If you cannot attend the training session and shadow a Create Project Manager, please indicate in your application.

To apply for this opportunity please send a completed application form to [frankie@createarts.org.uk](mailto:frankie@createarts.org.uk). The deadline for applications is 10am on Friday 19 March 2021.