

Create Community Project Manager (Freelance)

Job Description

Job Title: Create Community Project Manager

Responsible to: Managing Director

Fee: £4,608 (£24,960 pro rata)

Hours: 8 hours per week x 48 weeks (preferably Mondays)

Location: Ramsgate

Contract Type: Freelance, part-time contract for 48 weeks between 14th January 2019 and 31st January 2020.



Brief

Pie Factory Music is seeking a creative and organised Project Manager to facilitate our year-long Create Community intergenerational project.

This is an exciting opportunity to work alongside the team here at Pie Factory Music to facilitate the group in the design, delivery and legacy of Create Community.

The appointed person would be expected to start on Monday 14th January 2019, with the project finishing in January 2020.

Background

Create Community was established by the local people of Ramsgate with the support of Pie Factory Music in 2016 and funded by Active Communities. After a very successful two-year project Pie Factory Music has received further funding to continue the project for another year and support the participants to develop a sustainability strategy to ensure its legacy beyond the current funding period.

Aims

The aim of the project is to achieve the two outcomes below:

1. **Collective Control:** ideas are created and shaped by local people by involving participants in project design, delivery and development.
2. **Social links and ties:** the project creates stronger connections between people by giving the participants the opportunity to meet regularly and get to know each other.

With this in mind, Pie Factory Music are keen to find a Project Manager who is able to facilitate and empower local people in the design, development and delivery of the project.

Key Responsibilities

- Facilitating weekly group sessions for young people between the ages of 11-18 years old and those who are 50 years old and over (Mondays 4.30-7pm)
- Recruit and facilitate support workers, volunteers and participants
- Work alongside participants to design and deliver the programme
- Establish and facilitate a steering group of beneficiaries for the life of the project
- Oversee budget planning and financial control to ensure that the project is delivered in a cost effective way and within agreed budgets
- Liaise with and coordinate freelance creative professionals to deliver specialist workshops
- Work with participants to develop a sustainability plan to ensure the project can continue beyond the current funding investment
- Develop, manage and complete the project evaluation; report back to funders on the project outcomes; and deliver case studies and an evaluation report that makes a case for future funding

Person Specification

This person specification gives a picture of the skills, knowledge, experience and attributes required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following criteria.

	Essential	Desirable
Qualifications		Project Management qualification or equivalent
Skills and Experience	Proven Project Management experience Excellent interpersonal and communication skills Excellent problem solving skills Excellent budget management skills Good fundraising skills Proven track record of monitoring and evaluating projects and reporting to funders Experience of running community projects Creative skills, e.g. art and / or music	Experience of running intergenerational projects Knowledge of Ramsgate and the communities who live there
Attributes	Enthusiastic Works well both alone and collaboratively Able to inspire a wide variety of people, from creative practitioners to local beneficiaries of all ages	

To apply

Please complete the application form and send via email to info@piefactorymusic.com or by post to Pie Factory Music, Ramsgate Youth Centre, High Street St Lawrence, Ramsgate, Kent, CT110QG by **12pm Thursday 20th December**.

Interviews will take place on Wednesday 9th January

The successful candidate will start Monday 14th January