

Project Manager: Job Description and Person Spec

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| Salary | £30,000 per annum pro-rata |
| Hours | 28 hours a week, Monday-Fri. At least one evening per week will be required to be worked flexibly in line with the needs of the organisation. Additional evening working may be required, especially in the bedding-in stages of the role. Occasional weekend-working will also be required. |
| Work base | The Beatroute Arts Centre 285 Wallacewell Road Balornock Glasgow G21 3RP Occasional home working where applicable |
| Holidays | 28 days plus 8 public holidays, pro-rata |
| Pension | 3% employer contribution, auto-enrolment to Nest upon start date. |

Role: Project Manager

Beatroute Arts seeks an enthusiastic, passionate individual to join their small team in the exciting new role of Project Manager. This role has been created in recognition of the growth of the charity's creative programmes, and of the increasing need for community-based creative provision. Being highly motivated and organised, you will lead a team of salaried/ freelance staff and volunteers to implement a multi-faceted, diverse programme of creative community-led engagement which responds directly to identified need and which directly reflects the overarching mission of Beatroute Arts. You will be responsible for the

implementation and management of the organisations Impact Measurement Framework, with an excellent understanding and experience of evaluation practice in a community-based setting, and of working with community groups to embed this practice at membership level. Being a dynamic, positive-thinking self-starter, you will have a strong belief in the transformative power of the arts and music in community settings, and the drive to create a fairer, more equal society for those in marginalised groups and those living in poverty via arts-based provision. Being highly motivated and organised, you will lead a team of salaried/ freelance staff and volunteers to implement a multi-faceted programme of community-led engagement which responds directly to identified need and which directly reflects the overarching mission of Beatroute Arts.

Main Tasks and Responsibilities:

Responsible for the day-to-day planning of all of Beatroute's programmes of community-led activity across both the adult and youth services, as follows:

- Working under the advisement of the Director and General Manager to implement the strategic aims, objectives and creative vision of Beatroute Arts across all of the organisation's community-led services, bringing focus, structure and purpose into each of Beatroute's community engagement programmes in the short, medium and long term.
- Line management and daily support of the Community Engagement Workers assigned to the delivery of adult and youth service strands respectively, including planning and in-session support, training/CPD and regular appraisal
- Working alongside the Community Engagement team to plan and prepare for each activity, project, programme and event delivered by Beatroute Arts in line with the organisations creative vision, including scheduling of activities, co-ordinating tutor/facilitator, youth work and volunteer time, employing the services of partner organisations where required and identifying/sourcing all materials and equipment
- Overseeing the co-ordination and management of approximately 20 freelance tutors/artists working in varied roles across the adult and youth services, including timetabling activities and ensuring adequate tutor cover is in place at all times, holding regular planning and check-in sessions with tutors and facilitators and management of tutor/facilitator training and CPD requirements

- Overseeing the co-ordination and management of the freelance youth work team, ensuring that each youth worker understands their duties in line with the aims and objectives of the organisation, and supporting them via training and CPD.
- Overseeing the co-ordination and support of the Beatroute volunteer team, supporting volunteers via personal development plans, where appropriate supporting volunteers via accreditation pathways and routes to potential employment
- Overseeing the day-to-day support of students carrying out Community Development-centred university and college placements with Beatroute Arts, working with students and their supervisors to identify key themes and areas of work, attaining identified targets, carrying out key pieces of work and ensuring that student placement hours are being properly tracked and met
- Managing budgets assigned to each project by the senior management team, including tracking all spending clearly and concisely using Excel, reporting to the senior management team regularly regarding each budget. The Project Manager will also be responsible for ensuring freelance staff timesheets are kept up to date and correctly filed for each payment deadline
- Responsible for the implementation of Beatroute Arts' Impact Measurement Framework; working with staff, volunteers and members of the organisation to identify outcomes and indicators for both the adult and youth services, setting targets and indicators and working creatively with member groups to gather the qualitative and quantitative feedback which will demonstrably and robustly capture the impact of the organisations work
- Working closely in partnership with local schools, third and public sector organisations, networks and initiatives in order to advocate for the organisation and ensure that local people and organisations are connected to the work of Beatroute Arts, ensuring maximum reach and meaningful, embedded community engagement
- Carrying out regular risk assessments for in-house activities, in out-reach settings and for one-off activities such as visits, trips and residentials
- With support from the senior management team, applying for project-based funding where appropriate, for example applications for CPD support and for specific activity/materials/equipment

Person Spec:

- Ability to demonstrate a comprehensive understanding of the barriers facing protected characteristic groups, and those living in areas of deprivation and ability to demonstrate how you have overcome barriers to participation for people from these groups
- Highly organised, efficient and motivated
- Ability to 'think around the edges', joining the dots in order to understand/map need and translate this into tangible outcomes and targets via programmes of daily activity for local people
- Ability to work on own initiative and define own task/workload, taking a solution-focussed approach
- At least two years' experience of project management in a community-arts setting
- Ability to demonstrate experience of managing multiple programmes of community-led activity, including the management of staff/freelancers/volunteers
- Experience of implementing a robust impact measurement framework, including ability to demonstrate knowledge and experience of implementing such frameworks/approaches to evaluation in a community-led setting
- Experience of building, managing and implementing budgets, and using software such as Microsoft Excel
- Demonstrable knowledge and experience of safeguarding re: vulnerable community groups, including training/C.P.D
- Demonstrable knowledge of government frameworks which support protected characteristic groups and those living in poverty; for example, UNCRC/The Equalities Act
- A background in participatory arts/community music is desirable

Application Process:

Written Application:

Candidates are asked to carefully read through the application information provided here, and send an up-to-date **C.V** and a **Personal Statement*** no longer than two sides of A4 to: recruitment@beatroutearts.com

* Referring to the job description, person spec and the aims, objectives and organisational outcomes of Beatroute Arts (please see Role Information Notes), candidates should write a personal statement which tells us how you will bring your knowledge, experience and passion for community work to this new and exciting role. Where possible, candidates should use examples of past work and/or experience to demonstrate their suitability for the role.

The deadline for applications is: **05/12/2022 at 10am**

Candidates selected for interview will be informed no later than the: **09/12/2022**

The recruitment process will involve:

- a face-to-face interview with a panel consisting of the Director, General Manager and a representative from Beatroute's Board of Trustees
- a presentation delivered to a small group of Beatroute employees, Trustees and members (more information on this will be provided if candidates are selected for interview)



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