

Project Manager: Job Description and Person Spec

Salary	£30,000 per annum, pro rata (£28,000*)
Hours	<p>28 hours per week.</p> <p>At least one evening per week will be required to be worked flexibly in line with the needs of the organisation. Additional evening working will be required, especially in the bedding-in stages of the role. Occasional weekend-working may also be required.</p> <p>*Please note: Beatroute Arts adopted a 4-day working week in 2023, in recognition of the need for a healthy work/life balance. 30 hours per week is therefore considered full-time and is reflected in the pro-rated salary for this post.</p>
Work base	<p>The Beatroute Arts Centre 285 Wallacewell Road Balornock Glasgow G21 3RP</p> <p>Occasional home working where applicable.</p>
Holidays	<p>28 days plus 8 public holidays, pro-rata. Beatroute Arts does not adhere to the public holiday calendar, with public holiday allowance to be taken flexibly, except for Christmas, when the organisation is closed for a minimum of a fortnight over the festive period.</p>
Pension	6% 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 and integral role of Project Manager. 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, development, and management of the organisation's 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. You will have experience writing compelling funding reports, clearly demonstrating how projects have met specific funding outcomes, and have an ability to articulate the impact of Beatroute's work to a wide range of stakeholders. 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. You will have knowledge and understanding of safeguarding practices and responsibilities and be committed to the safeguarding and safety of others. The appointed candidate will play a leading role in the development of the organisation, working alongside the Director and General Manager to implement the strategic aims, objectives, and creative vision of Beatroute Arts.

Main Tasks and Responsibilities:

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

- Working with 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 organisation's 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, 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
- Supporting students carrying out 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



- Leading on the development and implementation of Beatroute Arts' Impact Measurement Framework; working with staff, volunteers, and members of the organisation to identify outcomes 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 organisation's work
- Managing the reporting process for project funders, including 6- and 12-month monitoring periods, to ensure the organisation accurately represents its progress in meeting the specific funding outcomes
- Building and nurturing relationships with partners to support the delivery and future development of project activities, advocate for the organisation, and ensure that local individuals and organisations are connected to Beatroute's work, ensuring maximum reach and meaningful, embedded community engagement
- Support the senior management team with ongoing fundraising and applying for project-based funding where appropriate
- To carry out the above duties and any other duties which may reasonably be required, in a manner which actively supports and promotes the work and reputation of Beatroute Arts

Person Spec:

- Ability to demonstrate a comprehensive understanding of the barriers facing protected characteristic groups, and those living in areas of deprivation, and proven ability to overcome participation barriers for people from these groups
- Highly organised, efficient, and motivated
- Capable of thinking creatively and connecting ideas to understand needs, translating them into tangible outcomes and targets through programmes of activity for local people
- Able to work independently, define tasks and workload, and adopt a solution-focused approach
- At least two years' experience of project management in a community-based 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
- Skilled in writing impactful funding reports that demonstrate how projects have met specific funding outcomes and effectively communicate the impact of Beatroute's work to a range of stakeholders.
- Experience of building, managing and implementing budgets, and using software such as Microsoft Excel
- Knowledge of safeguarding practices for vulnerable community groups, including relevant training and continuing professional development (CPD)
- 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 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 Beatroute Information Sheet), candidates should write a personal statement which tells us how you will bring your knowledge, experience, and passion to this 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 **Monday 2 June at 10am**. Applications received after this date will not be considered.

Candidates selected for interview will be informed by Wednesday 4 June.

The recruitment process will involve a face-to-face interview with a panel consisting of the Director and Project Manager.

Interviews will take place on w/c 9 June.

