

## **PROJECT MANAGER**

### **Job Description and Person Specification**



**Permanent role. £26,000-28,000 per annum pro rata, depending on experience and skills.**

#### **A: Who we are**

Since its founding in 1989, Magic Me has pioneered intergenerational arts practice. Our story for the past 28 years has been one of innovation and constant evolution in the field of intergenerational practice, in direct response to the specific needs of the culturally diverse community we serve in London's East End. At the same time our award-winning approach and published research have earned us recognition across the country and internationally. Over the next five years we plan to grow our reach and impact, working with communities and partners within Tower Hamlets, across London and the east of England

Magic Me's mission is to bring together younger and older people in our community, for mutual benefit, learning and enjoyment. We do this primarily through high-quality arts projects, where people of different generations learn together and from one another.

Magic Me arts projects challenge young and older people to stretch themselves and what they think they can do and be. Working with highly skilled and experienced artists, they learn new skills, share their ideas and feelings, and become comfortable collaborating with people who are different in age, ethnicity or life experience.

All our activities are run in partnership with other organisations, large and small; we have run hundreds of projects with thousands of people in schools, care homes, galleries, museums, open spaces and community centres. We are a learning organisation - time for participants to reflect on their progress and CPD for artists are both integral to our approach.

#### **B: Who we are looking for**

With a strong track record of managing and developing large scale community and participatory arts projects, you are passionate and committed to connecting people through the arts.

With your demonstrable understanding of the issues facing young and older people today, you will be ready to manage the smooth running of Magic Me's busy Schools and Communities programme. You will work in Tower Hamlets, as well as deliver and produce new Magic Me work outside of the borough and outside of London.

You are a pro-active project manager, with proven experience of scheduling and planning as well as evaluating and monitoring participatory arts programmes. In addition, you will be confident in creating budgets and delivering value for money. You are also a dynamic producer, with demonstrable experience of curating and producing community arts performances, sharings and events in professional and non-professional venues.

You will be a strong people person and skilled communicator who thrives working with a range of stakeholders including participants, artists, teachers, care workers, and community organisations, to ensure support and beneficial outcomes for all. You'll be a tactful and



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strong negotiator, bringing the arts into venues and organisations who have never experienced them before.

You will instigate, develop and maintain relationships with schools, community partners, older people services and care homes in Tower Hamlets and beyond, delivering exciting programmes of work and supporting legacy for individuals and organisations.

You will line manage and work collaboratively with the Project Coordinator, and work alongside the Programme Director to shape the overall strategic goals of projects in line with Magic Me's five-year strategy.

### **C: About Magic Me's Schools and Communities Programme**

Magic Me's Schools and Communities Programme is developing, as we aim to work with more young people, adults and community partners in Tower Hamlets each year, and develop work across London and beyond.

This is an exciting time to join Magic Me as we develop new models of working with school partners, and find more ways for older and young people to meet, connect, create and learn together.

This role is a fantastic opportunity for an individual with demonstrable experience of working in a similar role in an arts or voluntary organisation, who is eager to shape and manage a vibrant programme of work, and develop partnerships in Tower Hamlets and beyond.

Upcoming activity for the 2017/18 academic year includes three term-long projects connecting Tower Hamlets schools with older people living in their community, all culminating with final celebration events or performances. This role will also work collaboratively to develop Magic Me's long established work with intergenerational groups of women, managing the growth of this activity in and out of London.

### **Job Purpose:**

To manage Magic Me's Schools and Communities Programme, ensuring the smooth delivery of high quality activities in line with our strategic plan. To build strong partnerships with Tower Hamlets schools, care homes, and older people services, as well as working with partners to deliver intergenerational work outside of the borough.

### **MAIN AREAS OF RESPONSIBILITY**

#### **Project management, producing and development**

- Work closely with the Project Coordinator and Programme Director to lead the overall planning and delivery of a year-round programme of schools and communities projects to meet the strategic goals of Magic Me.



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- To work with selected partners to co-deliver intergenerational projects in and outside of Tower Hamlets, including East London and the East of England.
- Instigate, develop and maintain relationships with project partners. (eg. schools, community /arts organisations, older people services and care homes) to ensure the smooth running and legacy of projects.
- Plan and develop projects to meet participation targets and numbers.
- Work and negotiate with project stakeholders (eg. artists, schools, care homes, community centres, older and younger people) to co-design, deliver and evaluate the impact of project activities.
- Create and manage practical operational budgets for the schools and communities programme, providing value for money and contributing to the project's sustainability.
- Undertake appropriate risk assessments, create partnership agreements and contract artists, following Magic Me policy and procedures.
- To contribute to the artistic planning of projects with the Programme Director, acting as Producer of any performances, sharings and events as part of project activity.
- Work with colleagues and artists to embed the Magic Me digital strategy into project design and delivery.
- Write project aims and descriptions, and contribute towards fundraising bids and reporting to funders.

### **Advocacy and Partnerships**

- Build and maintain a network of local advocates for Magic Me in Tower Hamlets, including older individuals and project participants, school head teachers and staff, care home managers and staff and older people services contacts.

### **Promotion and marketing**

- Work with the Communications Manager to design and implement a marketing and media plan promoting the Schools and Communities Programme to a range of audiences.
- Work with the Communications Manager to manage the commissioning and creation of photographs, video or other content to document and promote the programme.

### **Managing people**

- Line-manage the Projects Coordinator.
- Management of artists and volunteers during project planning, delivery and evaluation to ensure the smooth running of the programme.

### **Core competencies of all staff**

- Undertake general administration and correspondence in relation to your own workload.
- Be aware of and work in accordance with Magic Me's Policies and Procedures including: Equal Opportunities, Health and Safety, Safeguarding Children and Young People; Safeguarding Vulnerable People; Volunteering; and Use of Photographs & Video.



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- Work collaboratively with colleagues from Magic Me or our partner agencies to provide an efficient, appropriate and high quality service to our partners and participants.
- From time to time, undertake other tasks which may be reasonably required of you.

## **PERSON SPECIFICATION**

### **Essential**

- At least two years' experience of managing high quality arts projects in communities and schools.
- Demonstrable experience of partnership building across arts and non-arts organisations.
- Excellent project management skills, with the ability to plan and deliver multiple projects at the same time.
- A creative problem solver, who keeps calm under pressure and finds workable solutions for all if changes occur.
- Experience acting as Producer of community art works, performances or sharing events in both professional and non-professional venues.
- Demonstrable experience of working closely with artists from a range of art forms, to deliver innovative and forward thinking programmes of work.
- Excellent verbal and written communication skills, with the ability to tailor these to a wide range of audiences.
- A people person with a track record of forming positive relationships.
- Experience of putting together and managing project and performance budgets effectively.
- Experience of negotiating and writing contracts with artists, individuals, groups and partners.
- Experience of managing freelance artists and line managing staff.
- Experience of writing project aims and contributing to bids and reporting to funders.
- A passion for intergenerational and participatory arts and their role in supporting community cohesion across generations, faiths and cultures.
- Excellent IT skills including Microsoft Office.

### **Desirable**

- Experience of managing arts programmes in care home settings.
- An understanding and working knowledge of the education and older people services in East London.
- Experience of creating digital and social media content as part of project delivery.

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**E: TERMS AND CONDITIONS**

**Location:** Based at the Magic Me office in Bethnal Green, E2. Some travel around London and occasional travel to the East of England will be required - travel costs incurred on behalf of Magic Me will be covered, but not travel to and from home.

**Hours:** This is a full time permanent position. Normal office hours are 9.30am-5.30pm, Monday to Friday. This role may on occasion require some evening or weekend work. Whilst overtime is not possible, Time Off In Lieu may be taken.

**Salary:** £26,000-28,000 per annum pro rata, depending on experience and skills.

**Reporting to:** Programme Director

**Probationary period:** Three months

**Notice period:** Three months

**Pension:** All employees are automatically enrolled in our workplace pension with the People's Pension. Full details will be sent following the employee's first salary payment.

**Annual leave:** 25 days per year plus statutory holidays. The Magic Me office is closed from the end of Christmas Eve to 2 January (or the next day depending on public holidays.) Staff will be required to take annual leave days during this period, unless specifically agreed in advance with your manager.

**DBS requirement:** The post-holder will be in contact with vulnerable adults and children, therefore appointment to this post is subject to an up-to-date, satisfactory, enhanced DBS check with a check against the barred lists for both adults and children.

**Employment requirement:** The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this.

**HOW TO APPLY**

Please download and complete the Magic Me Application Form and the Personal Details Cover Sheet. NB We cannot accept CVs.

**Deadline for applications:** Send your application to [recruitment@magicme.co.uk](mailto:recruitment@magicme.co.uk) by 9.00am Tuesday 18<sup>th</sup> July. We will not be able to consider applications received after this deadline. Interviews will be held on Tuesday 25<sup>th</sup> July.

*We welcome and encourage applications from people from all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as staff from these groups are currently under represented within our team.*