

# OUR REWARD PRACTICES/ JOB DESCRIPTION:

## Cultural Development Fund Project Manager

Date created March 2019

<b>Generic role title:</b>	Cultural Development Fund Project Manager
<b>Job family:</b>	Administration, Professional & Managerial
<b>Reference number:</b>	CS-006-19
<b>Grade:</b>	Grade 9
<b>Salary Scale:</b>	£50,132 - £58,089 per annum
<b>Contract:</b>	Fixed term to 31 March 2022 Full time
<b>School/Department:</b>	Arts & Culture
<b>Location:</b>	University of Kent, Multi-campus
<b>Line manager:</b>	Director of Arts & Culture or their nominee
<b>Immediate line reports:</b>	Project Officer
<b>Closing date for applications:</b>	29 April 2019
<b>Interviews expected to be held on:</b>	10 May 2019
<b>Anticipated start date:</b>	TBC

### Job purpose

The University of Kent on behalf of an exciting and diverse range of regional partners has been awarded one of five game-changing cultural development funds. This will invest in innovative creative, cultural and heritage initiatives intended to deliver culture-led economic growth and productivity. The bid builds on the ambitions, led by South East Economy Network (SECEN) and the Greater London Authority (GLA) for the Thames Estuary Production Corridor (TEPC) to develop one of Europe's most integrated and productive creative regions. The geographical focus for the bid is North Kent and South Essex.

The Cultural Development Fund (CDF) project will make a fundamental contribution to the UK Government's Industrial Strategy. It will provide the spark to change the life chances of diverse estuarine communities with new area identities, local pride, cultural production, jobs and innovation, developing a creative cluster in the Thames Estuary connected to London, UK and global markets.



The Project Manager will lead and manage all aspects of this exciting and ambitious North Kent and South Essex project. They will ensure culture and creativity is at the heart of all elements of the project and be responsible for each stage of the project lifecycle. They will support the Accountability Board, and CDF Steering Group; and oversee the project groups, ensuring that governance processes are clear and maintained, and that effective and inclusive communication takes place with all partners and stakeholders. Regular reporting will be required to funders as well as evaluation to demonstrate that the aims of Cultural Development Fund are being met. Above all, the Project Manager will inspire all partners and stakeholders to work together, maximising the creative and business opportunities thus ensuring we realise the ambitions of the project and achieve a lasting legacy.

The Project Manager will be based at the University of Kent campus in Medway and will be expected to travel frequently across Essex and Kent. They will manage the critical path to achieve the project deliverables as outlined in the funding and partner collaboration agreements.

### Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

1.	To establish and successfully deliver the Cultural Development Fund project within the defined brief, resources and timeframe	<i>Frequency</i> Daily
<b>Example duties:</b>		
1.1 Co-develop an effective project delivery plan with the project steering group and delivery partners ensuring that any issues and risks are identified and addressed in a timely manner		
1.2 Establish clear and inclusive partnership and stakeholder arrangements including funding and partnership agreements to facilitate the development and timely delivery of the three-year programme all within budget		
1.3 Initiate and disseminate evaluation methodologies to measure economic and social impact of the project including job creation, audiences, skills development, apprenticeships and business support		
1.4 Develop strategies for the future financial sustainability and legacy of CDF activity, identifying potential new sources of funding, and encouraging the mainstreaming of the work within partner organisations.		
2.	To cultivate and sustain effective working relationships with all project partners and stakeholders	<i>Frequency</i> Daily
<b>Example duties:</b>		
2.1 Develop clear and effective communication systems and practices that ensure all partners across Kent and Essex are fully informed and supported		

2.2 Facilitate and encourage partners to work collaboratively across the different project strands, building a strong network of formal and informal partners		
2.3 Provide briefings, reports and advice to the Accountability Board, Project Steering Group, funders and other stakeholders as appropriate		
2.4 Identify and establish emerging opportunities for additional collaboration and relationships with cultural and creative businesses (including third sector, public sector and social enterprises) in Cultural Development Fund-priority areas		
3.	Manage the resources awarded to deliver the CDF project within overall budget of £6.7million over three years	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
3.1 Ensure all partner roles and responsibilities are clearly defined and aligned with the Cultural Development Fund project objectives as outlined in partnership agreements		
3.2 Monitor expenditure against the agreed profile ensuring funding agreement/reporting requirements are met by all partners		
3.3 Prepare project plans and reports, including financial, forecasting and progress reports in line with funding requirements, and monitor and analyse data as appropriate		
3.4 Ensure local communities, artists and creative businesses are able to effectively participate and contribute to the project, including connections to other economic sectors as part of the long term financial sustainability of the project		
4.	To proactively represent the Cultural Development Fund project, acting as professional advocate and primary link	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
4.1 To be an inspirational ambassador for the project, and represent the CDF project at local, regional, national and international levels, recognising the context and ambitions of the wider Thames Estuary Production Corridor plans		
4.2 To gather and share knowledge and insights from events and existing sector groups and networks, in order to further the success of the Cultural Development Fund project and its ambitions.		
4.3 Maintain knowledge of regional, national or international initiatives and best practice across culture and the creative industries, to keep the project partners aware of latest developments.		
5.	Ensure evaluation of the agreed Programme takes place to demonstrate the outcomes of Cultural Development Fund.	<i>Frequency</i>
		Weekly

**Example duties:**

5.1 Provide relevant quantitative & qualitative evidence, including financial, beneficiary, photographic & operational information to capture baseline, interim outcomes and final outcome data about the Agreed Programme and its impact required

5.2 Oversee the production of a final evaluation report and disseminate

**Internal & external relationships**

This section indicates with whom the job holder comes into contact and liaises/communicates with on a regular basis, and for what purpose.

**Internal:** Executive Group, Academic Staff, Professional Services Staff, Students

**External:** SECEN; Chief Executives, Elected Members and Senior Staff in Local and Regional Authorities; TEPC, UoE, GLA, DCMS; Arts Council England; Professionals within the Cultural and Creative Industries; TGKP; Opportunity South Essex; Businesses; Creative England; NESTA; BFI

**Health, safety & wellbeing considerations**

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Vocational driving on & off campus (includes use of cars, vans)
- Working in isolation

**Person specification**

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

<b>Qualifications / training</b>	Essential	Desirable	Assessed via*
Educated to degree level or equivalent relevant experience	✓		A
Postgraduate qualification in a relevant field or business discipline		✓	A
Relevant business qualification or experience		✓	A
Formal project/programme training/qualification for example APM, Prince 2, MSP (or similar)		✓	A
<b>Knowledge, skills and experience</b>	Essential	Desirable	Assessed via*
Demonstrable successful track record of complex project delivery	✓		A,I
Proven track record of developing and delivering cultural projects in a complex environment.	✓		I

Experience of Creative and Cultural Economic Regeneration projects	✓		
Experience of working with or in an academic institution		✓	A
Demonstrable experience of managing large-scale, multi-million pound budgets	✓		A,I
Demonstrable experience of establishing and maintaining positive and effective working relationships and partnerships across multiple stakeholders	✓		A,I
Experience of Cultural Commissioning and/or Festivals		✓	A,I
Understanding of academic research and/or commercial R&D environments		✓	I
Existing relevant sector networks	✓		I
Excellent senior stakeholder skills and interpersonal skills	✓		I
Understanding of the specific economic challenges of the Thames Estuary		✓	I
Knowledge/relevant work experience relating to local growth, local government or place-focused policy making	✓		A,I
Excellent communication (written and oral), presentation and negotiation skills with the ability to gain credibility with a diverse range of partners and stakeholders	✓		A,T
High level skills in using MS Office, CRM and other relevant project management tools	✓		A
Evidence of ability to work independently, and collaboratively as part of team within a complex project structure	✓		A,I
Evidence of ability to prioritise and organise own and team workloads, and think clearly under pressure and time constraints	✓		I
Excellent planning skills, allied to well-developed analytical and problem solving skills	✓		I
Experience of preparing and presenting proposals to potential funders and collaborators	✓		I,T
Experience of initiating and leading effective evaluation and impact studies and reports	✓		A, I

\*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview