

Groundswell Arts – Project Manager Position

Project manager – 3 days per week
15 weeks starting May 2021
£150-£200 per day (dependent on experience)

Haringey Based - Groundswell Arts are currently seeking a part-time freelance project manager with relevant experience in the arts education sector to support us in the administration and planning of two of our main schools and early years programmes; Story Lab (funded by the Paul Hamlyn Foundations More and Better fund) and Sing Our Story (Funded by Youth Music).

Whilst work on both of these programmes this past year has continued (partly in schools and partly online) they have also been severely disrupted by lockdowns and as we look forward to building back we find a high concentration of work planned for summer 2021 and a high volume of strategic work and planning to build back programmes into schools in 21/22.

The project manager role will create more capacity for us and support our organisation to manage current work and plan for next year. The role is initially for a three-month period working alongside the two artistic directors with scope for extending your work with Groundswell Arts in the future on these funded programmes and other work we do.

Groundswell Arts is a community arts organisation based in Haringey, London. We have an interdisciplinary approach to providing participatory education projects in schools, early years settings, and communities with a particular focus on music, art, movement, drama and film making. More recently work has expanded into other sectors including social prescribing working with partners in hospitals and other community settings. We currently employ a team of freelance artists, on these projects and are currently looking to fill two part time roles.

Working closely with educators, parents, young children and communities, we devise creative and participatory projects that support high levels of community engagement and inclusion. Our projects encourage learning and exploration, play and sharing whilst supporting children's wellbeing, language, communication, and transitions. We also focus on parents and carers and their role as primary influencers and educators.

Groundswell Arts values the voice of every participant who works with us. We are an equal opportunities employer committed to building a diverse workforce and we welcome applications from all individuals.

Major Duties and Responsibilities

- Leasing with school partners around contracting and scheduling programmes, meetings and trainings.
- Marketing programmes and sending out information to school partners.
- Organising documentation and reporting for programmes in line with funding expectations.
- Organising and booking musicians and freelance artists.
- Telephoning families and leasing with artists to book remote work on our Sing Our Story programme.
- Collecting and collating evaluative feedback from programmes.
- Researching new partnerships and approaching schools about our work.
- Supporting the documentation of programmes to support new website and online content.
- Visiting projects in schools to support artists in schools work, sharing events, and monitoring sessions.

Person specification

Essential

- Excellent communication skills, both written and spoken
- Experience working within a busy team to meet individual deadlines
- A willingness to work occasional flexible hours and travel as necessary, some remote working is possible.
- Understanding of collaboration and partnership working
- Ability to work flexibly and be a problem solver
- A demonstrable interest in the creative arts and in children and families.
- Excellent attention to detail
- A Commitment to safeguarding particularly around vulnerable children and families
- Candidates will need to be prepared to have an enhanced DBS check arranged.
- An understanding of the context around supporting vulnerable children and adults and the ability communicate and relate to a wide range of people

Desirable

- Knowledge and experience of arts education and/or community arts sector work or prior work in a similar role
- Understanding of the current context and challenges of working with schools and EY settings particularly in the pandemic.
- Experience working to manage and support projects aligned to the early years and primary curriculum.
- Based in or near to North London (Haringey)

- Experience in collecting data to produce reports and in developing systems to support and collate project evaluations.
- Experience working with funders and reporting to funders
- Experience of managing freelance community artists
- Experience of writing risk assessments
- An interest in Film Making and Animation

Process

Please send a covering letter and CV to jobs@groundswellarts.com by April 21st
Shortlisted candidates will be notified on April 22nd and interviews via zoom will take place via zoom on W/B 26th April.

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