

Job Description	Cartwheel Arts
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Post Title	Overspill Project Manager
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Salary - PAYE	£25,304 (pro rata 15/37 hours) plus employer pension contribution (7.5%) which there is currently no obligation to match. From 6 th April 2019 total pension contributions rise to 8%. 30 days holiday (pro rata). The project is funded for 18 months by the Heritage Lottery Fund.
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Purpose of job:
To be responsible to the Director and Cartwheel's board for the development, delivery and evaluation of Overspill, and to contribute to the growth of the company and the participatory arts sector.

Key Tasks:
General Responsibilities:

- To be a member of Cartwheel's small team and play an active part in the life of the company
- To provide a positive interface with partners, participants and the public
- To contribute to the company's ongoing funding drive.
- To represent the company on appropriate regional networks and forums.
- To play a role in meeting the company's marketing, publicity and PR needs
- To work in line with the company's policies, development plans and objectives and to contribute to their development.
- To undertake training as and when required.
- Comply with General Data Protection Regulations.

Operational responsibilities:
Project management

- To develop and maintain strong links with our partner organisations, including agreeing ways in which outcomes and impacts will be assessed and reported.
- To work with the Director to embed project management systems and ensure that outcomes are met.
- To recruit freelance staff as required to meet the needs of participants and the project.
- To carry out risk assessments for Overspill events.

Development and delivery

- To co-ordinate the Project Plan activities to deliver projects and ensure that outcomes are met.
- Recruit and manage a steering group for the Overspill project.
- Recruit and manage project volunteers.
- Conduct oral history interviews and ensure all necessary permissions and licences are in place.

- To manage and edit the Overspill book, oversee production and secure the widest possible distribution - in print and digitally.
- Develop, commission and manage the Overspill film.
- Develop, commission and manage the Overspill website.
- To consult and collaborate with a wide range of organisations and professionals in shaping Overspill activities.
- To ensure that any outputs (artworks, exhibitions, book, film, training resources) are of the highest quality.
- To ensure that all products (as far as possible) are available in a digital format and enjoy wide distribution.
- In association with stakeholders, to examine ways in which the project could be sustainable beyond the period of Heritage Lottery funding.
- To work with the Business Development Manager to ensure the widest possible distribution of training resources.

Project Administration

- To monitor the overall project budget, control expenditure and maintain financial records, in association with the Finance Officer.
- To communicate effectively with partners, artists, designers, publishers, distributors, participants, support workers, volunteers, venues, suppliers, licensing authorities etc as required.
- To recruit and manage freelance artists, ensuring that information held on our database is up to date, and that project staff have current DBS checks if the occasion demands it.

Monitoring and Evaluation

- To liaise with external evaluators, when used.
- To ensure that all necessary information and evidence is gathered from participants, partners, audience and the wider community.
- To collate and present documentation, testimonials, products and evidence.
- To work with the Operations and Development Manager to ensure that annual returns are made to Heritage Lottery Fund and other funders.
- To collate all monitoring information, evidence, testimonials etc
- To compile and edit final reports.

The Company:

- To present project reports to the Board and keep the Board informed of the project calendar and forthcoming events.
- To contribute actively to the annual staff and board awaydays and the AGM.

Marketing and Communications:

- To have responsibility for the marketing of Overspill and to secure media coverage where possible and appropriate.
- To contribute to Cartwheel's quarterly e-newsletter
- To ensure that the website and the project's wider web presence is updated regularly.
- To assist with the generation of print and publicity materials.
- To liaise with local, regional or national press regarding projects and events.

Secondary duties

- To be jointly responsible for the management of students, apprentices and volunteers on work placement within projects (any such placements to be agreed).
- To be jointly responsible for the upkeep and maintenance of the company's project equipment and resources.
- To undertake new and additional tasks as appropriate to the role.

Contacts:

- Other members of the Cartwheel team
- The Board of Trustees
- External evaluators
- Funding bodies and sponsors
- Artists and arts organisations with whom Cartwheel has working relationships
- Our project partners
- Participants
- Volunteers
- Steering group
- Members of the public
- Local and regional media
- National arts, literature and publishing media
- Designers, printers, distributors etc

Relationship to other staff:

Line Management from: Operations and Development Manager

Line Manager of: Freelance practitioners and volunteers

Cartwheel is an equal opportunities employer and operates a performance and development system for all its employees, which includes establishing individual training and development needs.