

Person Specification	Cartwheel Arts
Overspill Project Manager (0.4)	

Please address each item in the specification in your application.

You may not have much relevant experience or knowledge in a particular area, but please give as much information as possible.

Requirements	Selection criteria	How assessed
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Essential		
Experience and Knowledge	<ul style="list-style-type: none"> • Proven track record in project management • Experience of collaboratively devising and implementing creative project ideas and events with communities experiencing high levels of deprivation • Awareness of the potential for the participatory arts to promote cohesion and build capacity in communities • Experience of partnership and team working • Experience of drawing up and managing project budgets • Experience of monitoring and evaluation of project outcomes • Experience of recruiting and managing volunteers 	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
Skills and abilities	<ul style="list-style-type: none"> • Ability to promote and represent the project to a wide range of audiences • Excellent verbal and written communication skills • Appropriate IT skills, including word processing and spreadsheets • The ability to work on your own initiative and the ability to prioritise and work to competing deadlines 	<p>Application and presentation</p> <p>Application, interview and exercises</p> <p>Application and exercise</p> <p>Application and interview</p>

Personal Qualities and Commitments	<ul style="list-style-type: none"> • Commitment to promoting equality, tackling discrimination and fostering good relationships between diverse groups • Commitment to continued personal and team development • Understands the value of heritage within different communities 	Application and interview Application and interview Application and interview
Desirable		
Experience and Knowledge	<ul style="list-style-type: none"> • Ability to engage and build confidence with people of differing abilities and needs. • Experience of dealing with designers, printers, distributors and filmmakers. • Experience of oral history projects • Experience of engaging a wide audience in heritage projects. 	Application and interview Application and interview Application and interview Application and interview
Work circumstances		
<ul style="list-style-type: none"> • Based at the Cartwheel office in Heywood but working throughout the region • A willingness to work unsocial hours when required • Representing the company away from the office when necessary • Casual car user allowance is payable • Appointment subject to an enhanced Disclosure and Barring Service check • Cartwheel operates a strict no smoking policy 		All Interview
<p>If selected for interview you will be required to bring with you documentation showing that you are able to work legally in the UK. We will verify any documents to guard against identity fraud or forgery. Applicants who are unable to produce the required documentation will not usually be employed (except for cases where a reasonable explanation can be provided - for example, where an outstanding application is with the UK Border Agency.) Acceptable documents include a British and most European Economic Area passports. The full list can be found here https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide</p>		
Cartwheel Arts is an equal opportunities employer and we welcome applications from all sections of the community.		