Project Development Officer (Maternity Cover)

JOB DESCRIPTION

Title: Project Development Officer (Maternity Cover)

Responsible to: Co-Director

Responsible for: Freelance project staff and volunteers.

Purpose and overall objectives of post:

To develop and manage assigned Suffolk Artlink project(s)

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<th>Main Duties</th>
<th>Specific Responsibilities</th>
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| Planning and Development    | ▪ Oversee the development and management of the programme undertaking the following tasks as necessary:  
                                   Recruiting and contracting freelance staff / artists  
                                   Recruiting participants  
                                   Identification and liaison with appropriate venues.  
                                   Transport arrangements  
                                   Purchase of materials  
                                   ▪ Undertake project and programme administration tasks as necessary  
                                   ▪ Maintain project files and keep accurate records  
                                   ▪ Develop and maintain partnerships with key organisations  
                                   ▪ Lead consultation with participants to assess needs |
| Budget management and dispersal | ▪ Monitor spending to agreed budgets  
                                   ▪ Prepare reports as necessary to satisfy the funders’ conditions of grant  
                                   ▪ Authorise payments within budgets as agreed by General Manager and pass information regarding authorised payments to the administrative team  
                                   ▪ At all times work to ensure the financial viability of designated projects and programmes |
| Management of Personnel      | ▪ Manage freelance/casual project workers, consultants, volunteers and work experience placements, including carrying out supervision sessions.  
                                   ▪ Organise and chair planning, review and reflection meetings  
                                   ▪ Promote good staff relations  
                                   ▪ Report personnel problems to the Co-Directors  
                                   ▪ Participate as an arts worker, artist or support worker if appropriate |
| Funding                      | ▪ Develop and write funding applications, proposals, marketing strategies where appropriate  
                                   ▪ Develop and maintain good relations with funders and purchasers |
Monitoring and Evaluation
- Maintain evaluation frameworks for all assigned programmes
- Implement monitoring procedures across the programmes
- Collate evaluation material and write timely reports
- Use internal database to record activity and attendance

Marketing and Publicity
- Participate in the marketing of Suffolk Artlink projects - in consultation with the Co-Directors and Communications and Development Manager
- Develop marketing materials in liaison with the Communications and Development Manager.

Networking
- Identify and meet with potential user groups/individuals/partner organisations.
- Develop and maintain contacts with other appropriate groups/individuals and organisations and feed information to colleagues.

Equal Opportunities
- Carry out all duties with due regard to the company’s Equal Opportunities Policy and Code of Practice

Safeguarding
- Carry out all duties with due regard to the company’s Safeguarding Policy and Procedure
- Comply with other relevant policies and procedures e.g. Health and Safety

General Duties
- Develop and maintain accurate, up-to-date work plans and schedules.
- Correspondence
- Other general office procedures.
- Undertake training.
- Other duties as required by the Co-Director.
- Participate in the development and review of company policy.
- At all times to carry out duties in accordance with company policies.

Person Specification

The post holder will be an experienced project manager with a proven track record in developing, organising and managing participatory arts projects.

Essential aptitudes, experience and abilities

- Experience of managing participatory arts projects
- Experience of working with young people and/or disadvantaged groups.
- Excellent organisational and time management skills
- An ability to manage and undertake a diverse range of administrative and project development tasks
- An ability to establish effective working relationships with a wide range of people both within and outside the organisation
- An ability to work as part of a creative team
- Basic IT skills including spreadsheets
- Effective and efficient communication skills
- An ability to prepare and present reports
- An ability to prepare and monitor budgets
• Flexibility, adaptability and the ability to achieve agreed targets under pressure
• An understanding of equal opportunities issues
• The ability to travel within Suffolk is essential. Suffolk is a rural county and public transport is difficult but not impossible. For journeys outside of those to the normal place of work a mileage allowance of 42p per mile is payable or the cost of travel by public transport will be reimbursed.

Desirable aptitudes, experience and abilities

• Experience of preparing and writing funding applications
• Knowledge and experience of hospital/hospice environments
• A knowledge of evaluation tools and an ability to undertake a range of monitoring and evaluation procedures
• Experience of partnership working
• Advanced IT / DTP skills i.e. proficient user of Microsoft Office, specialist software
• Full driving license and own transport

SOME CONDITIONS

Location
Suffolk Artlink’s base at Unit 13 & 14 Malt Store Annex, Halesworth, Suffolk with off-site visits for project and programme work or training. Some working from home may be possible by agreement with Co-Directors.

Pay
£25,601.79 pro rata based on a full time week of 37.5 hrs

Hours
29 hours per week

Note: This role could be split between two employees. Preferred split of time would be 22 hours and 7 hours. We are open to conversations about flexible working.

The postholder may be required to work flexible hours including evenings and weekends. Overtime is not payable but TOIL will be offered.

Contract
9 months (initial maternity cover contract)

CRB checks
The postholder will be working with children and young people and vulnerable adults and will be required to undergo an Enhanced Level CRB check.

Holidays
Statutory holidays plus 25 days pro rata paid holiday per annum
Transport

The ability to travel within East Anglia is essential. Suffolk is a rural county and public transport is difficult but not impossible. A mileage allowance of 42p per mile is payable or the cost of travel by public transport will be reimbursed for travel expenses incurred above travel to your place of work.

Expected programmes:

This role is expected to lead the management of the Clown Round, Giggle Visits and Around the Table projects. If the role is split Role 1 (22 hrs) will manage Clown Round and Giggle Visits and Role 2 (7 hours) will manage Around the Table.

Clown Round: Our Clown Doctors bring fun, laughter and distraction to children, young people and their families in hospitals and hospices across Suffolk, Norfolk and Essex. Our team of Clown Doctors visit young people on the wards and engage them in clowning, storytelling, music, magic, circus skills and improvisation. They focus on supporting and empowering young patients during what can be a challenging time, tailoring activities thoughtfully and sensitively with individuals at the heart of each interaction. Clown Round has been running since 2008 and currently makes regular visits to James Paget, Ipswich, Colchester and Norfolk and Norwich Hospitals and to EACH hospices in Suffolk and Norfolk.

Giggle Visits: Working in partnership with Leeway, Giggle Visits will work with the same team of artists as Clown Round to bring positive changes to children and young people in women’s refuges in Norfolk. This is a pilot project working in a new environment.

Around the Table: The Around the Table project aims to explore food, creativity and culture in regular workshops, to offer adult carers a moment of respite from their caring role. The workshops will enable carers to develop new support systems, build their confidence and enjoy a new sense of passion and achievement in their daily lives. These workshops will run approximately monthly.