



Your link to art and culture

Job Description

ArtsLink Fizz! Project Manager

THE PROJECT

ArtsLink Fizz! is a project developed by Sherborne ArtsLink in response to identified groups recognised as in need within the Sherborne area. It is funded by the Big Lottery Reaching Communities fund who have granted £298,326 to support the project for 4 years, until 30 April 2021. Discussions with stakeholder partners, local health care providers, community and statutory organisations, people actually experiencing need, plus our own extensive research and knowledge of current local provision, helped us to identify three distinct groups with which to work. The project will reduce identified barriers that each group face, help them manage their conditions and improve their lives and prospects. The projects delivered by ArtsLink Fizz! are:

Parkinson's Dance. Weekly, year round movement sessions for people with Parkinson's and their carers. Special sessions devised by dancers and physiotherapists support the improvement of balance, coordination and suppleness, along with confidence. They also provide a socialising opportunity for all attendees, creating a support framework. Key partners are Pavilion Dance South West, Parkinson's UK and local Parkinson's nurses.

Memory Art. Weekly cognitive stimulation activities including a range of visual arts, singing, music and spoken word activities. Identified participants are adults with mild to moderate memory loss. They will self-refer after signposting from two key partners, the Memory Support and Advisory Service run by the Alzheimer's Society, and the Community Mental Health Team.

Art for Parents. Weekly art and craft sessions for parents from targeted families with primary school age children who are experiencing a range of difficult challenges, such as mental health problems, loneliness, drug rehabilitation, relationship problems and children with special needs. Parents will be identified and signposted to the sessions by Sherborne Children's Centre, health visitors, Home-Start (West Dorset family support charity) and local schools. Creative activities in a safe, supportive environment will enable parents to learn new skills, increase confidence, make new friendships, be better able to cope and have improved family relationships. Fizz! will establish 3 groups in different locations across the 4 years of ArtsLink Fizz!. The location of the groups will be community halls sited in areas of high deprivation and identified local villages.

Celebration of Community Creativity. An annual two day event which will bring together all ArtsLink Fizz! participants with other ArtsLink attendees to jointly showcase and celebrate

ArtsLink, The Manor House, Newland, Sherborne, DT9 3JL

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LOTTERY FUNDED



activities and achievements from the preceding year. Scheduled for June/July annually this event will offer an opportunity to exhibit work, perform, take part in community workshops and bring people together.

Barriers. ArtsLink Fizz! can also reduce further barriers to access by offering bursaries to help transport costs from isolated villages and for those unable to drive.

Monitoring and Evaluation. The Faculty of Health & Social Sciences at Bournemouth University is acting as independent evaluators for the project.

THE POST

The Project manager is responsible for successful delivery of the ArtsLink Fizz! project. The post-holder will:

- Ensure that the outcomes and outputs of the project are met, delivered on time and to budget
- Recruit, manage and support project-specific freelance tutors, support workers and volunteers
- Take lead responsibility for the coordination and delivery of project activities, promotion and PR
- Prepare information for and write reports to evidence progress against Big Lottery and other stakeholder targets, including collection and preparation of data for report.
- Work with Bournemouth University to ensure that evaluation requirements are met

Main Duties and Responsibilities

The Project Manager will have overall responsibility for ArtsLink Fizz! management including:

Project Management

- Organise and manage project activities according to the required timescales, ensuring that outcomes and indicators are met
- Manage the budget, liaising with ArtsLink Directors regarding cash flow and financial reporting
- Market and promote ArtsLink Fizz! activities through production and distribution of printed material, ArtsLink website, social media, press releases, presentations etc
- Organise activity resources eg venues, equipment and materials
- Lead in the planning, organization and delivery of the annual Celebration of Community Creativity with support from ArtsLink Directors
- Ensure that evaluation requirements are met
- Embed ArtsLink Fizz! as part of Sherborne ArtsLink's creative delivery
- Plan and prepare for post project sustainability/legacy

People Management

- Recruit, induct, organize and manage freelance tutors/facilitators, sessional support staff and volunteers
- Identify and implement training requirements for project staff and volunteers within budget

Partnership liaison and communication

- Report to the Big Lottery on project progress
- Report to ArtsLink's Board of Trustees on project progress
- Develop and maintain good project partner relationships with statutory bodies, voluntary organisations and other supporters
- Liaise with, support and facilitate Bournemouth University with project evaluation

Other

- Act as an ambassador for Sherborne Artslink
- Undertake any other appropriate duties which may reasonably be allocated from time to time.

Reporting

The post holder will report to the ArtsLink joint Directors

Summary Terms and Conditions

Job Title: Project Manager (ArtsLink Fizz!)

Salary: £11,960 per annum (£11.50 per hour)

Contract: 20 hours per week, fixed term contract until 30 April 2021

Hours of work: Mainly daytime weekday, but some variable hours will be required to meet demands of the project, including some evening and weekend work.

Location: Administration duties will take place at the Sherborne ArtsLink office with other duties taking place at various community and partner organisation venues within Sherborne and the surrounding area.

Annual leave: 6 weeks (120 hours) per annum including bank holidays

Work place pension and sick leave provision is in place.

As Sherborne ArtsLink undertakes work with children, young people and vulnerable adults, this post is subject to satisfactory completion of a Disclosure and Barring Service clearance.

PERSONAL SPECIFICATION

The right candidate will be enthusiastic, well-motivated and have the skills to be able to liaise with a wide range of people including artists, tutors, partner organisations, the public, volunteers and funders.

Essential

- Experience of community arts education or outreach working
- Excellent organizational skills
- Experience of budget management and reporting
- Excellent communication and interpersonal skills
- Enthusiasm for the arts and commitment to arts engagement
- Computer literate, including MS Excel, Word, the internet and social media
- Willing and able to work varied hours including some evenings and weekends
- Ability to meet the travel requirements of the post

Desirable

- Experience of project evaluation and monitoring

- Experience of reporting procedures associated with funding bodies
- Proven track record of effective team working and project delivery
- Marketing and PR experience including design of printed material, press liaison, web
- Experience of working with people, including vulnerable adults
- Experience of the voluntary sector and/or the Arts
- Experience of using MS Publisher and Adobe Creative Suite
- Experience within the health care sector

Personal qualities

- Personable and able to communicate with a wide range of people
- Enthusiastic, committed, reliable and hard-working
- Able to multi-task, solve problems and manage time effectively
- Flexible and adaptable
- Able to work as part of a team
- Sensitive to the needs of vulnerable people

TO APPLY

Please complete the application form and either email it to takepart@sherborneartslink.org.uk or post to ArtsLink, The Manor House, Newland, Sherborne DT9 3JG

Please also send us a completed ArtsLink Diversity Monitoring Form

Deadline: 12 midnight Sunday 18 February 2018

You are welcome to ring for an informal chat about this post: 01935 815899

Please do not send us your CV

Sherborne ArtsLink passionately believes that engagement in creative activities has a positive effect on communities. Research shows that participation in cultural and creative activities generates improvements to personal well-being, enhances self esteem, builds confidence and instills a deep rooted sense of belonging and community. Undertaking creative activities helps to improve the quality of people's lives, celebrates their talents, provides a positive way of enhancing their future prospects and improves community cohesion. Therefore, ArtsLink encourages all sectors of the community to participate in creative activities.

Please see your website www.sherborneartslink.org.uk for further information