

## **Projects Manager Role description**

**Job Title:** Projects Manager

**Salary:** £24-26,000 p.a. pro rata  
(3 days per week, days to be negotiated / 24 hours per week)

**Location:**

Office: Third floor, Institute of Contemporary Arts, 12 Carlton House Terrace, London SW1Y 5AH. The role will require travel within zones 1-2, predominantly within the City of Westminster, Royal Borough of Kensington & Chelsea, and London Borough of Hammersmith & Fulham; travel expenses reimbursed

**Reporting to:**

Managed by the Director, and reporting to the Board of Trustees

**Project partners:**

Arts, health and social care providers in City of Westminster, Royal Borough of Kensington & Chelsea, and London Borough of Hammersmith & Fulham

**Duration of contract:** Permanent, subject to probationary review

**Organisation structure:**

Currently Resonate Arts comprises of a full time Director and two part time Project Managers

**To apply:** Please send CV and covering letter outlining how you meet the essential and desirable attributes of the person specification to [kathryn@resonatearts.org](mailto:kathryn@resonatearts.org)

**Deadline:** January 3<sup>rd</sup> 5pm

**Interviews:** January 11<sup>th</sup> at ICA; possible second interview January 15<sup>th</sup>

**Start date:** asap

## **Resonate Arts**

Resonate Arts believes engagement in the arts and creativity has enduring effects on wellbeing, health and quality of life. By developing and delivering an innovative arts programme for people living with dementia and their carers, we endeavour to be a catalyst for positive change, to reduce social isolation and build strong communities.

Begun as a programme as part of Westminster Arts in 2009, Resonate Arts offered arts interventions at all stages of care in Westminster. In 2015 the programme was opened to include people living with dementia in Hammersmith & Fulham and Kensington & Chelsea as well as Westminster, building on our successes in the home borough, since when we have been known as Resonate Arts. The programme has developed considerably as partnerships have been forged and our reputation has built, and the work has been cited as ground-breaking.

Funded by three Clinical Commissioning Groups and various Trusts and Foundations, earned income and donations, the programme provides a specialist, community-based arts outreach and engagement programme for people living with dementia in a variety of settings.

Working with a range of partners including arts organisations, artists, health and social care providers and stakeholders, you will have responsibility for the planning, development and project delivery of work across the three boroughs of Westminster, Hammersmith & Fulham and Kensington & Chelsea.

An experienced and self-motivated project manager, you will manage and further develop the programme, initiating meetings with new potential partners, identifying potential sources of funding, and co-ordinating project development and where appropriate project delivery. The role will include management and supervision of artists and volunteers. You will continue to ensure the relevance of the programme to the needs of the participants, with the purpose of maintaining wellbeing and improving the quality of people's lives.

The role would suit an applicant with experience in working within applied and participatory arts in any arts discipline as both facilitator and project manager, and a passion for working with people living with a dementia.

## **Overview of role**

- To manage arts projects with people living with a dementia and further develop the Resonate Arts programme in Westminster, Hammersmith & Fulham and Kensington & Chelsea

*Resonate Arts is an equal opportunities employer*

## **Principal requirements of the post**

### ***Project management***

- To manage existing arts projects with people living with dementia that are part of the Resonate annual programme
- To create partnerships with a range of arts organisations, service providers and care settings and create and develop arts projects for people living with dementia which respond to need and build on the rich local cultural offer
- To consult and investigate before embarking on a project. This may include exploring current plans, interests and requirements of the beneficiaries including staff, centre managers, participants and relatives in order to develop an appropriate and effective arts programme, checking with other arts providers to avoid clashes or doubling up on what is on offer
- To assess and maintain safe environments for all projects and carry out risk assessments
- To plan and coordinate staff training sessions with relevant partners as part of projects, and artist and volunteer training
- In some cases, to work creatively on projects as an artist or co-artist
- To make links with projects and initiatives across the boroughs

### ***Contribute to a dementia friendly society***

- To support the Dementia Action Alliances and encourage partners and colleagues in the development of dementia friendly environments, and be an active contributor to the local dementia scene
- To support relevant initiatives such as Dementia Action Week, Creativity and Wellbeing Week, World Alzheimer's Month, Carers Week etc

- To bring the work with people with dementia into national initiatives such as Big Draw and Silver Sunday to promote inclusivity and highlight awareness of dementia

### ***Marketing***

- To plan, coordinate and market all aspects of projects including the outcomes and expectations, organising events, showcases, exhibitions, recordings, website, social media etc where relevant
- To make updates to the Resonate Arts' website and social media
- To work sensitively to broker projects to potential participants through developing professional networks and referral pathways, attending Memory Cafes etc to meet potential participants and keeping in touch by phone and with written materials
- To support the coordination and distribution of a monthly list of events for people living with dementia
- To maximise the opportunities of linking in and networking with other organisations and arts & cultural providers in Westminster, Kensington & Chelsea and Hammersmith & Fulham
- To put presentations together and represent the organisation for example at conferences and events
- To gather evaluation material to produce legacy materials to record the project and its impact on participants and carers

### ***Administrative tasks***

- To cover all aspects of project administration including: budgeting, recruiting, contracting and managing artists and volunteers, schedules, consent documents, monitoring processes, DBS, and all relevant paperwork to ensure good communication
- To maintain an effective and efficient system of administration including writing and archiving concise reports, and evaluation of individual projects and the overall programme
- To prepare reports for funders and stakeholders including monitoring figures
- To seek additional funding in association with the Director as required for the sustainability of the work and future of the project
- In line with our GDPR, Equal Opportunity, Safeguarding and Home Visits policies, to follow best practice and guidelines on working with older

people/vulnerable adults, and to ensure that correct procedures are followed at all times

- To undertake training as required including annual GDPR training
- To arrange and attend minimum four supervision meetings per annum
- Day to day office duties including answering the phone, emails, scheduling meetings and projects
- To work with the team to maximise on opportunities, develop the programme to meet changing demands and support the charity as a whole
- To deputise for the Director as required
- Other duties as required

## **Person specification**

### **Essential experience and attributes**

- At least 2 years' experience in managing and delivering arts projects in a relevant context such as healthcare or local community arts provision
- Experience of working with people living with dementia
- Experience of managing project budgets
- Arts facilitation experience
- Experience of managing and developing initiatives that involve working in partnership with many different organisations and individuals
- Experience of working directly with artists
- To be able to bring creative energy and focus to the project
- Experience of monitoring and evaluation
- IT skills (Word, Excel, Outlook, WordPress, PowerPoint and social media)
- To have a flexible approach and be able to work well in challenging circumstances and work to deadlines
- To have initiative and be able to work efficiently and independently
- To be able to work well with people from diverse communities and backgrounds and have a positive attitude to cultural diversity
- To be a good team player and to have excellent interpersonal skills
- To be a good communicator, both oral and written

### **Desirable**

- Experience of line managing including artists and volunteers
- Experience of writing fundraising applications and project proposals
- Experience of facilitating and delivering training
- An understanding of health and safety legislation and other regulatory frameworks for the delivery of projects that involve working with vulnerable people including GDPR
- Current DBS

***The successful candidate will be required to undergo a DBS check***

**Resonate Arts, Third floor, ICA, 12 Carlton House Terrace, London SW1Y 5AH  
020 7321 2702 [www.resonasterarts.org](http://www.resonasterarts.org)  
Westminster Arts is trading as Resonate Arts**