

1 Advertisement

Post Title: Culture in Our City Project Manager

School/department: Media, Arts and Humanities

Hours: Part time hours considered up to 0.5 FTE (18.75 hours per week)

Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term contract for 3 years subject to future funding

Reference: 10303

Salary: Starting at £35,333 per annum pro rata

Placed on: 06 December 2022

Closing date: 04 January 2023. Applications must be received by midnight of the closing date.

Expected interview date: Monday 16 January 2023

Expected start date: as soon as possible

The Culture in Our City Partnership (CiOC - *name to be confirmed*) is the successor body to the ABCD Cultural Recovery Plan for Brighton & Hove. University of Sussex, University of Brighton, Brighton & Hove City Council and Brighton Dome & Brighton Festival have come together to ensure the continuation of Project Management support for the new body.

The ABCD Plan:

The disruption of the pandemic brought together over 100 creatives in Brighton & Hove to explore how arts & culture can be more inclusive, sustainable, and collaborative in the City in future. This resulted in a recovery plan that runs to the end of 2022 and has so far raised over £500k for the cultural sector in the City. The plan is overseen by an independent group of people formed of a Governance Group and a series of Working Groups. The overarching aims are to create paid work and professional opportunities for creative workers in the City, to develop a more inclusive cultural offer and to encourage partnership working to strengthen the creative sector in the long term. *Partners include Brighton & Hove City Council, University of Sussex, Arts Council England, Brilliant Brighton Business Improvement District, and many funded arts organisations in the City.*

Details of the Programme to date are on <http://cultureinourcity.com/abcd>.

The Culture in Our City Partnership will reflect and represent the cultural sector in Brighton & Hove, engage with other relevant networks and stakeholders in the City and develop and deliver a programme of activity to support the sector going forward. The Project Manager will coordinate and support the Partnership and proactively progress the aims and priority areas it identifies.

The CiOC Governance group in partnership with The School of Media, Arts & Humanities (MAH) at the University of Sussex is seeking a proactive, highly motivated, and creative professional for the role of CiOC Project Manager.

This developing post presents an opportunity to provide strategic and operational support to the CiOC Governance Group to develop and implement the CiOC strategy.

Success in the role will result in an effective cultural alliance that has secured funding and increased opportunities for the cultural sector in the City.

The role holder will:

- Provide excellent project management that underpins the success of CiOC
- create high-level communications that helps reach new partners and collaborators
- work in collaboration with funder partners, the wider cultural community and other partners outside of the cultural community
- contribute to the development of a dynamic culture of collaboration by the creative community in the City
- Identify fundraising opportunities that could benefit the City

An in-depth knowledge of the arts and cultural sector, ideally in Brighton & Hove, along with experience and an ability to demonstrate ability in the following areas would be an advantage:

- effective and strategic project management
- effective communications planning and delivery
- successful fundraising experience from a variety of sources
- ability to work productively with diverse and multiple stakeholders including local authority partners, cultural organisations and freelance creative workers
- working with budgets and experience of financial management
- public participation in arts and cultural engagement
- practice in cultural and/or creative organisations or networks

The successful candidate will be curious and enquiring with excellent creative problem-solving abilities and have an interest in the creative and cultural sector, well-developed interpersonal skills, and an ability to communicate effectively and persuasively.

Please contact Marina Norris (Arts Development Manager) Marina.Norris@brighton-hove.gov.uk with any informal enquiries.

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school at:
<http://www.sussex.ac.uk/schoolsandservices/schools/>

The School of Media, Arts & Humanities formally launched on 1st September 2020. The School is situated in the Arts A, Arts B and Silverstone Buildings. Media, Arts and Humanities is a School that brings together a wide range of disciplines including English, History, Art History, Philosophy, Media, Film, Music, and Language Studies. The School of Media, Arts and Humanities offers a vibrant platform for high-quality teaching and learning, and cutting-edge, interdisciplinary research in a friendly and supportive atmosphere, combining theory, practice, activism, and critical and creative work. For students there is a real focus on graduate employability, with an exciting industry-facing curriculum with work placements and strong links with cultural institutions such as the BBC and museums, theatres, and galleries around the world. Please find further information regarding the school/division at <https://www.sussex.ac.uk/schools/media-arts-humanities/>

Job Title:	Culture in Our City (CiOC) Project Manager
Grade:	G7
School/Division:	School of Media, Arts and Humanities
Location:	Silverstone SB 313 with hybrid working
Responsible to:	Senior Research Manager
Direct reports:	N/A
Key contacts:	Arts Development Manager, Brighton and Hove City Council (BHCC) Culture in our City (CoIC) Governance Group Chief Executive, Brighton Dome and Festival Director of Research, Impact and Knowledge Exchange, School of Media, Arts and Humanities
Role description:	To realise the project objectives for the next phase of the ABCD Cultural Recovery programme (which concludes in December 2022) in the Greater Brighton area. Phase two, entitled Culture in Our City' (<i>name to be confirmed</i>), will be led by a new governance group including Universities in Brighton, Brighton and Hove Council, Brighton Dome and Festival, creative organisations and creative freelancers. The CiOC Project Manager will deliver agreed project activities, collaborate on effective fundraising submissions and evaluate the implementation and progress of the project

PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders involved in the CiOC to develop an initial project plan, including scope, fundraising and resource plans and costs of an implementation project based on the outcomes from an initial feasibility project. Get the project plan through initial approval.
2. Provide the day-to-day management of project, through all aspects of the project life cycle, co-ordinating project members, managing team members in a matrix environment and liaising closely with the CoIC Governance group and core funders as required
3. Work with key stakeholders across the institutions, manage the key communications for the project, liaising with project team members and internal and external stakeholders and representing the CiOC partnership as required.
4. Undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.

5. Coordinate project, service and business readiness activities via a transition plan.

KEY RESPONSIBILITIES

1. Deliver and lead the project lifecycle

- 1.1. Within the scope of the project, manage all aspect of the project lifecycle including scope, timelines, resources, project documentation, budget, risks and issues, relationships, training and communication
- 1.2. Develop and implement a rigorous planning and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary on each stage of the project cycle, making recommendations to stakeholders on proposals. Ensure appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

2. Project Management

- 2.1. Ensure project managed in line with institutions project management methodology
- 2.2. Coordinate project, service and business readiness activities
- 2.3. Work with the project team and support colleagues, to deliver the project objectives, coaching and guiding as needed, manage the team members in a matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.
- 2.4. Work with stakeholders ensuring delivery to project specification

3. Stakeholder Engagement and Partnership working

- 3.1. Identify and manage project dependencies; work closely with business areas to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met.
- 3.2. Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring technical information is understood exercising judgement on timeliness, the most appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.
- 3.3. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.

4. Procurement and contract management

- 4.1. Undertake project procurement activity, coordinating resources (contractors, commissions etc)
- 4.2. Manage supplier contracts connected to the project delivery, ensuring project elements are delivered on time, within scope and budget.

5. Role specific responsibilities

- 5.1. Fundraising including developing a fundraising plan, contribute to writing funding proposals with the Governance group and lead on horizon scanning for funding opportunities
- 5.2. Collaborating on researching and writing funding proposals as agreed
- 5.3. Developing an external communications plan to ensure transparency with stakeholders and with the wider sector

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- The post holder is line managed by the Senior Research Manager working under general direction from the Arts Development Manager (BHCC) within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in delivering the project management for (*CiOC – name to be decided*) to achieve the strategic and operational goals of the CiOC project involving the University, BHCC and Brighton Dome and Festival. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. An effective track record of managing projects.
2. Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.
3. Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.
4. Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.
5. Analytical skills with the ability to assess data, generate effective solutions and make effective decisions
6. Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.
7. Excellent knowledge and experience of using MS Office products (Word, Excel, PowerPoint)
8. Excellent knowledge and experience of using Microsoft Teams and Zoom

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of raising significant funds from a range of sources
2. In -depth knowledge of the cultural sector and the challenges and opportunities faced by this sector at the current time
3. Knowledge of funding sources available to the creative and cultural sector
4. Knowledge of budget setting and management
5. Experience of managing complex projects with multiple partners
6. Experience of working with creative and cultural organisations, freelance creative workers and artists

DESIRABLE CRITERIA

7. Prince 2 certification or equivalent
8. Knowledge of the creative ecology of Brighton & Hove
9. Experience of working with local authorities and Higher Education Institutions