

Peckham Platform

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Project Manager

Salary: £28,000 pro rata at 2 days per week

Accountable to: CEO

Location: Quay House 2C, Kings Grove,
London, SE15 2NB

Purpose of Role:

This is an exciting opportunity for an ambitious project manager to take an important role in an influential arts organisation at a time of significant growth. Since 2010, we have been championing a community-led co-commissioning model that makes us unique through a genuinely collaborative process. In a time of rapid development in the area. Peckham Platform is committed to addressing social inequalities, promoting cultural democracy, and initiating long-term relationships with the arts across communities of need.

In 2021, we will launch our new home on Peckham Square, working in partnership with London Borough of Southwark who committed major initial investment in our plans. Our new gallery will be at the heart of an ambitious new vision for Peckham Platform. With five times our current footprint and new facilities; we will become a welcoming centre for creative civic engagement and community participation.

The post holder has a passion for working with communities and specifically intergenerational work as well as developing and supporting the commissioning of new work within the field of social arts practice. They will be committed to furthering the organisation's engagement with communities in Peckham and beyond, working to support the artistic vision and the creative programme of exhibitions, research and learning.

They have proven project management experience and will be in their element overseeing and delivering the Create Civic Change project as well as managing budgets controls and reporting.

Duties and Responsibilities

Project Managing

- Support the Artistic Director by successfully delivering the Create Civic Change to ensure community impact across elders and young people as stipulated in the project outlined. Peckham Platform is part of The Peckham Partnership, which includes community-led organisations such as Leaders of Tomorrow (LOT) – a leadership programme for at risk, black young people and Golden Oldies – a black older person care group. The partnership brings together representatives from a range of demographics and community groups.
- Ensure systematic approach towards project management in keeping with the Create Civic Change project outline.
- Create an inclusive culture within the project across the community groups and ensure high performance of Project Assistant and freelancers including artists and facilitators.



Peckham Platform

- Oversee the development of project as the organization transitions into our new building.
- The Project Manager reports to the Artistic Director and is line-managed by the Deputy Director as overseen by the Board of Trustees.

Finance

- Ensure systematic approach towards budget management in keeping with the Create Civic Change budget controls and reporting to the Finance Manager.
- Oversee the smooth running of the finances of the Create Civic Change project in keeping with the financial controls at Peckham Platform.

Fundraising

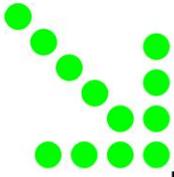
- Feed into and contribute to the concept development of ideas for fundraising to sustain the strand of inter-generational work
- Prepare reports for funders to demonstrate the impact of the project across the communities of interest as overseen by the Artistic Director.
- Feed into funding applications to Trusts & Foundations and public bodies by liaising with the Freelance Fundraiser as overseen by the Artistic Director and supported by the Project Assistant.

Administration and Staff Management

- Manages the Creative Civic Change Project Assistant & Volunteers and works closely with the Finance Manager.
- Oversees daily management and administrative responsibility for the project, including supervising staff and office systems.
- Attends regular weekly staff meetings to update on project delivery and plan future programmes.
- Supports the Artistic Director in preparing reports on Creative Civic Change projects delivery for Board of Trustees, coordinating feedback and action points.
- Liaises with Marketing Coordinator on public messaging of the project and development of the website.

General

- Some weekend and evening work is occasionally required.



Peckham Platform

Person Specification

Required

- Minimum 2 years in an arts / community management as an art professional.
- Sound experience of reporting back and working in budgets.
- Good verbal and written communications.
- Experience of working in a small to mid-scale arts / community organisation.

Desirable

- Experience of fundraising for revenue projects.
- Experience of collaborative cultural projects.
- Knowledge of and interest in approaches to collecting and sharing audience data.
- Knowledge of and/or interest in documentation and digital archiving for arts organisations.

Essential Competencies

- Strong project management skills.
- Excellent interpersonal skills.
- Empathy with our mission and values.
- Commitment to diversity and equality.
- Professional and with high standards.
- Able to multi-task, delegate and prioritise.
- Able to work flexibly and cooperatively.

Specific Management Responsibilities

Budgets: Create Civic Change programme.

Staff: Project Assistant.

Signed Emily Druiff _____ Date of last review May 2019 _____
(CEO Artistic Director)