



Project Manager: Good Stuff in St Leonards

Fee: £18,200 (£175.00 per day for 104 days)

Job type: Freelance, fixed-term, part-time contract.

Project duration: Approx 12 months

Start Date: 1 March 2022

Project Location: St Leonards, Hastings

Are you passionate about arts engagement? Do you want to empower local residents to achieve positive change for their communities through collaboration?

Good Stuff in St Leonards is looking for an experienced, enthusiastic and highly organised individual to manage this ground-breaking community-led project into its final year.

This is a unique opportunity for a skilled project manager who is interested in enabling communities to use creativity to make change, and to help drive this experimental funding programme forward at a crucial and exciting time in its development.

About the Project

Good Stuff in St Leonards is a programme of creative activities led by St Leonards residents and facilitated by local arts charity Home Live Art. The project aims to uphold the values and principles of cooperation, community action and empowerment to develop and deliver creative, community-led outcomes.

Activities are focused on achieving the following strategic aims:

- Provide opportunities for residents to be involved in creative projects
- Support community leaders to build their confidence, resilience, skills and networks
- Bring people together to make a lasting and positive difference within the community of St Leonards
- Celebrate a diversity of art forms and cultures

An activities overview can be found at the end of this document with further information on the Good Stuff in St Leonards website: www.goodstuffinstlens.com

Project structure

Project: Good Stuff in St Leonards is collection of community led projects funded by Creative Civic Change and facilitated by local arts charity Home Live Art.

Project funders: Creative Civic Change is an experimental funding programme delivered by the Local Trust, National Lottery Community Fund, Esmée Fairbairn Foundation and Calouste Gulbenkian Foundation.

Project facilitators: Home Live Art produces community projects and performance events across Hastings, the South East and beyond. From the large-scale spectacular to the intimate encounter, Home Live Art brings people together to create extraordinary, shared experiences.

Project Manager Role

Purpose of Job:

1. Project Management - coordination and reporting
2. Working with community leads to deliver individual project activities
3. Co-develop and implement a community leadership model and strategy

The Project Manager will work closely with Katy Baird, Artistic Director of Home Live Art, along with Good Stuff group leaders, participants, volunteers, freelance artists, funders, mentors and partners to ensure the final year of this project is delivered to plan and on time.

As well as project management and supporting individual activities, the Project Managers role will be focused on co-developing a sustainable community leadership strategy for the project as a whole going forward which will:

- Explore how artists and arts organisations can work in a new way with communities, where power is shared and everyone's expertise is highly valued
- Challenge top-down modes of engagement and ensure resident-led creativity is at the heart of making communities thrive

You will play a vital role in developing and implementing this strategy, ensuring participants are enabled to co-design an approach that is right for them and St Leonards.

The role is part-time (2 days per week) for a 1-year fixed term contract. The working days/hours are flexible, and core working days will be agreed in advance to ensure that the commitments of the organisation are met. Evening and weekend work will also be required as part of the role with time off in lieu.

Duties and responsibilities

1. Project Management - coordination and reporting

To manage individual community-led activities in line with budget and funder requirements

To continually monitor and evaluate performance and prepare quarterly monitoring reports for Good Stuff in St Leonards, Creative Civic Change and Home Live Art.

To be responsible for the management of the entire project budget and ensure all financial targets are met.

To develop and integrate an evaluation process.

To ensure all data and information relating to the project is stored in accordance with GDPR and company policy and procedures.

To ensure that work is delivered to a high standard, and is in line with the strategic aims of Good Stuff in St Leonards.

To ensure equality of access to project activities for all people.

2. Working with community leads to deliver individual projects

To support community leads to ensure all activities meet agreed outputs, outcomes and milestones.

To co-ordinate the project resources allocated to each activity – including staff, associates, materials and facilities.

To ensure project participants are informed of all and any opportunities available to them by the project funders (Creative Civic Change)

To help develop and support funding applications and assist with any reporting due

3. Development of Strategic Model

To support the project participants and work with the Home Live Art team to develop and implement a community leadership model and strategy, including organising participants meetings, training sessions and a shared aims and objectives document.

Person Specification

- At least three years' experience of community arts practice or arts development in a community setting
- Experience of facilitating arts projects involving a range of artforms
- An understanding and experience of co-production practice with communities
- An understanding of how to engage and ultimately empower individuals, groups and communities
- Knowledge of intersectionality and working with marginalised communities
- Ability to handle culturally sensitive issues in an appropriate manner.
- Demonstrable commitment to access, equality and diversity
- Experience of developing and delivering multiple projects simultaneously
- Good communication and interpersonal skills and the ability to adapt to working with a range of groups in different environments
- Ability to manage groups of people efficiently and effectively
- Experience of planning and prioritising work, including a highly developed attention to detail
- Knowledge of monitoring and evaluation processes
- Ability to work both as a member of a team and independently
- Ability to work effectively under pressure
- Flexibility to work weekdays, evenings and weekends

Payments

The Project Manager will be engaged as a freelancer and payments will be made on submission of invoices. As a freelancer, the post holder will be responsible for registering as self-employed and for their own tax, NI and any other necessary contributions

Application process and interviews

- Deadline for applications is 12noon on Friday 11th February 2022
- Interviews will be held on Friday w/c 21 February via Zoom

Please fill in the Online Application Form via the link on the Home Live Art website to apply

If you have any questions about the role or the application process please also email Katy on katy@homeliveart.com

Activities Overview

Good Stuff in St Leonards is a creative programme of activities and events led by local residents.

We have supported 20 community-led projects working directly with over 1,000 residents to encourage make creative stuff happen in St Leonards

Core Projects

- Recreate: LGBTQ+ performance and drama group
- St Leonards Dance Troupe: Participatory dance project for folks aged 60+
- All Choired Up: LGBTQ+ choir
- Playing the Race Card: Community exploration asking people of colour to creatively respond to the term 'Playing the race card'
- Painting the Prom: Resident-led public mural project
- Remote...Local: A space for young migrants to think about their experiences in/relation to St Leonards.
- Flexed: A creative arts programme for young LGBTQ+ people
- Pitch: A programme of new creative activities in St Leonards chosen by local residents

Pitch Projects Upcoming

- Afri-Colab: Upcycling workshops with a hint of Afri-Co-Lab's Uganglish-flavour.
- Black Magik: Cultural arts festival focusing on Afro-Caribbean culture
- Ministry of Moans: One day multi-disciplinary art project
- Tidy Rave Tours: Immersive Performance Journey

Pitch Projects Past

- My St Leonards: Weekly creative art workshops
- Hastings & St Leonards Big ADVENTure: new artwork commissions

Project Highlight: Painting the Prom

Painting the Prom is a community-led project decorating a stretch of 17 "suntrap" booths on the lower promenade of St Leonards seafront with murals designed and painted by local residents.

The designs for each individual booth were created via a public call-out, commissioned artwork from local charities and a competition in local primary schools.

A selection panel of local residents and artists selected the open-call designs.

Painting the Prom 2021

- Employed 35 local artists and creative workshop leaders
- Supported 15 local residents to co-create the project
- Successfully raised £13,000 of funding from local trust and foundations
- Captured the imagination of the town with a hugely positive public show of delight and pleasure for the murals and the way the project was run.