



Community Arts by ZK  
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## **Project Manager Job Description**

Responsible to: CEO.

Responsible for: The development and delivery of creative programmes and projects as agreed with the CEO. Line manage a team of 4 staff and work on funding applications.

### **Job Profile**

Job Title: Project Manager

Fixed Term Contract: Fixed permanent

Salary: £30,000 Year pro-rata

Location: Community Arts by ZK headquarters, Northlight Estates, Northlight Parade, Brierfield, Nelson, BB5 9EG

Hours of work: 22.5 hours per week

Holidays: 22 days + bank holidays pro-rata

Pension: Workplace pension scheme with employer contribution

### **About Community Arts by ZK**

Community Arts by ZK (CAZK) is an award-winning community interest company based in Pendle. At CAZK, we use art as a driving force to bring communities together from different age ranges, walks of life and social and cultural backgrounds, with a strong emphasis on community cohesion, integration and wellbeing.

We design and deliver art projects, activities, and workshops that value, encourage and engage people in the community, allowing them to express themselves more effectively and communicate their ideas in a creative way. Our workshops and projects cover a broad range of techniques, and we work with creative practitioners and artists from across the world and from a variety of creative disciplines. Examples include fine art, mixed media, photography, traditional and contemporary methods, textiles, environmental artists, installation, and sculpture.

We collaborate with partners organizations, local, regional and national creative and cultural institutions, taking our community on trips and providing educational experiences. We strive for inclusivity, diversity and equality, aiming to improve community cohesion and resilience through art and social connection.

## **Principle Tasks and Key Responsibilities:**

- Working closely with the CEO, Board of Directors, and the team, you will lead on developing and managing creative art programmes, projects, activities, and events.
- Maintain and develop relationships among key partner organizations, local businesses, creatives, and host steering group meetings to develop new ideas and plans to progress and enhance the organization, building communication and providing regular feedback.
- Work with the CEO to develop annual organizational and project budgets, and manage ongoing programme budgets to ensure they are delivered as agreed within set budgets and timescales.
- Research, implement and monitor programme and project plans, liaising with collaborators, partners, the community and artists.
- Produce reports to ensure that relevant stakeholders are fully and consistently informed and updated about the progress of creative projects.
- Determine and monitor the human and physical resources needed for the programmes/projects and ensure that they are available at the appropriate time.
- Ensure effective marketing and publicity for programmes and projects.
- Day to day project and personnel management, including staff and artists' contracts, and project risk assessments.
- Attend events, projects, and meetings on behalf of Community Arts by ZK, where appropriate.
- Prepare and submit prompt reports, planning documents and information required by funders/clients with regards to service level agreements and any other contractual/grant funded obligations.
- Ensure appropriate systems are in place for monitoring information required by funders and to ensure that all contracted staff are fully briefed as to their responsibilities in respect of monitoring information.
- Maintain and update internal databases in order that data integrity is maintained and information is consistent across the data platforms.
- Monitor and assess available funding opportunities, and work alongside the CEO to submit funding applications and tender submissions.
- Develop new partnerships across Lancashire and Pendle to maximize existing and potential funding/tender opportunities.

## **General Responsibilities:**

- Ensure a high standard of professional conduct in dealing with other services and members of the public.
- Contribute to the update of Community Arts by ZK policies and procedures in line with best practice.
- Undertake training considered necessary to fulfill your role and responsibilities.
- Participate in a process of continuous evaluation of the organisation's effectiveness in fulfilling its aims and objectives.
- Comply in all areas of work with Community Arts by ZK Equality & Diversity Policy, Safeguarding and other policies.

We expect you to integrate into the community we work with and use your artistic flair and strong interpersonal skills to engage with people in our local community. You will need to have knowledge of and sensitivity towards the specific needs of the different community groups we work with, (families, children, refugees and asylum seekers, vulnerable and marginalised groups, and ethnic minority groups). You will have an enthusiasm for working with groups in the community and a willingness to build relationships with these different groups, with strong interpersonal skills, patience, empathy, a positive approach and respect for others.

## **Qualifications**

- Bachelor's degree or higher in a creative, management or similar discipline.
- Excellent communication and presentation skills.
- Organisational and time-management skills for meeting deadlines in a fast-paced environment.

## **Knowledge and understanding**

- A good understanding and knowledge of developing and managing a range of creative works in community settings.
- Ability to develop and sustain a wide variety of partnerships and networks.
- Ability to manage staff and multiple projects and priorities with a common goal.

## **Skills, Attributes and Experience**

- 5 years' experience in project coordination and/or management, with a range of groups and individuals, including young people, children, families, and women in our community as well as partners, local businesses, freelance practitioners, and artists.
- Managing, programming and planning creative projects, including budgeting.
- Initiating and maintaining new groups in community settings.
- Experience of coordinating and managing arts events in a variety of creative settings.
- Experience and knowledge of arts delivery in areas of low engagement.
- Working collaboratively and in partnership with non-arts organisations.
- Advocacy, marketing, and promotion.
- Previous fundraising experience for arts projects.
- Demonstrable experience of securing funding from and managing trusts and foundations and/or institutional funders such as local authorities.
- Ability to work independently and with minimal supervision.
- Creative and proactive.
- Strong team work skills, with the ability to work collaboratively with staff and partners at all levels.
- Highly organised with strong project management skills.
- Political sensitivity and ability to apply good judgment in decision making.
- High level of initiative, efficiency, and self-motivation.
- Willing and able to work flexibly to support fundraising events or meetings as and when required.
- Knowledge of up-to-date fundraising best practice.
- A strong passion for helping marginalised, deprived, or vulnerable communities.
- Excellent communication and relationship-building skills.
- Excellent IT skills, particularly using Microsoft and other software on Apple Mac computers.
- Ability to work flexible hours.
- Must have authorisation to work in the UK.

## **Desirable attributes and experience:**

- A passion for art and creativity.
- An entrepreneurial spirit with a passion for fundraising and working within a small start-up team to build new high impact initiatives.
- Team player, eager to understand the work of the wider team and organisation's ambitions and powerfully translate these for our funders.
- Knowledge of creative software such as Adobe Creative Suite is desirable.
- Understanding of digital technology including social media.
- Exceptional creativity and innovation, accuracy, and a keen eye for detail

## **What we can offer**

Community Arts by ZK's headquarters are based in a newly renovated mill, now luxury apartments and business centre, right in the heart of Pendle. We have brand new facilities with Mac Computers, bespoke office layout. You will get your own desk space with computer, access to the business centre's facilities. With a gym in the building, you will have access to a discounted price, accessible free parking and fantastic transport links. We offer a variety of training and networking opportunities and you will regularly get the chance to meet renowned artists and makers from across the world.

arts sector or within the community

If you are interested in applying for this role, please send your CV and Covering letter to **info@communityartsbyzk.co.uk**

Deadline for applications: **Thursday 2nd May, 5pm.**

Interview dates: **Week commencing 13th May.**