



**DISCOVER DECRYPT, GLOUCESTER:
PROJECT MANAGER (COMMUNITY,
ARTS & EVENT)**



JOB DESCRIPTION

LOTTERY FUNDED

Post:	Project Manager (Community, Arts & Events), Discover DeCrypt
Hours:	PT 24 hours per week
Salary:	£27,559 pa pro-rata
	Fixed Term Contract until DECEMBER 2021 (with the potential of extension)
Start Date:	February 2019
Responsible to:	Chair of Trustees of Charitable Incorporated Organisation (CIO)
Responsible for:	Community Engagement Officer, volunteers, Learning Officer, Course Leaders

Management and Relationships:

This is a key post that reports directly to the Chair of Trustees and is responsible for managing the facilities of the historic consecrated Church and Schoolroom. The post will work in close partnership with the Project Manager (Operations) (also 24 hours per week) in ensuring that the site is staffed and opened safely.

Hours and Days of Work:

The post is a part-time role for 24 hours per week on a rota basis with the Project Manager (Operations) Wednesday – Sunday. Core hours will be 2.5 days at 7 hours per day (plus 1 hour for lunch) 9.30 until 5.30 (i.e. 920 annualised) with a further 156 annualised hours to be used over the course of the year as needed and to cover out-of-hours events and lettings. The total salary will be paid monthly in 12 equal installments. No overtime will be payable however should the annualised hours be exceeded, then by arrangement time off in lieu will be granted.

The post offers 25 days' annual leave allowance plus Bank Holidays (all pro rata). If there is a requirement to work on a Bank Holiday (by agreement), this time will be offered in lieu.

Purpose of Job:

The Project Manager (Community, Arts & Events) will be responsible for developing, promoting and reinvigorating uses of the site in line with Discover DeCrypt's Vision. The main responsibilities will be:

1. To work with the agreed framework of the HLF supported Activity Plan, its projects, audiences, timetable and key outputs and outcomes
2. To develop a programme of activities and events in line with Discover DeCrypt's Vision
3. To promote the buildings and its activities locally, nationally and internationally
4. To supervise the maintenance and management of a body of volunteers

5. To maintain good relationships and work appropriately with partner agencies and organisations

Key Tasks and Responsibilities:

- To devise and implement an appropriate programme of events and activities
- To produce and circulate promotional material and promote the venue at events and opportunities around the city throughout the year
- To maintain eNews, the website and appropriate social media to ensure that volunteers and visitors are kept updated
- To ensure that data about people visiting and using the church and schoolroom is collected regularly and appropriately as part of the funders' requirements for project monitoring in line with GDPR regulations.
- To ensure that the volunteer programme is run efficiently and appropriately, and ensure that data about those who volunteer with the project is collected regularly and appropriately in line with GDPR regulations.
- To ensure that the experience of volunteers and visitors is properly monitored and evaluated
- To manage the evaluation of the activities and update the Activity Plan as necessary
- To manage school bookings, including the booking of the external learning support worker in the delivery of the formal education programme to schools and informal learning activities for children and families outside term-time
- To maintain good relations with and promote the project to the local schools and community
- To liaise with Methodist groups nationally and internationally to ensure the venue continues to be included in the Methodist Heritage circuit
- To maintain a list of volunteers with names, addresses and contact details, and to arrange for appropriate training for volunteers to be provided by suitable providers as necessary
- To promote volunteering through publicity and other profile-raising events and strategies
- To maintain good working relationships with key agencies involved in volunteering and community work
- To maintain good working relationships with other providers and agencies in the city centre and to represent Discover DeCrypt at appropriate meetings

DISCOVER DECRYPT, GLOUCESTER:

Project Manager (Community, Arts & Events) (part-time)

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE

ESSENTIAL

1. Relevant qualification and/or a minimum of two years demonstrable management experience in a multipurpose venue, community or cultural amenity environment with proven delivery of consistent standards of visitor experience.
2. Sympathy with the Christian faith
3. Experience of working with community groups
4. Ability to work on own initiative, ability to prioritise and work under pressure, delivering against targets to ensure the effective promotion, management and use of facilities.
5. Ability to communicate verbally and in writing to a wide range of people both internally and externally.
6. Use of effective business planning and marketing tools to promote the appropriate use of facilities.
7. Proven ability to coordinate functions and events paying attention to detail.
8. Ability to work anti-social and flexible hours, including regular weekends and evenings.
9. Competence in the use of IT and management systems.
10. Proven ability to manage budgets and financial information.
11. Experience of working with buildings and communities and empathy and understanding of the issues around their care
12. Effective partnership building and networking skills
13. Ability to work with teams and lead by example

DESIRABLE

1. Understanding or experience of community relations in the faith environment.
2. Experience of working with schools
3. Experience in front line service with a focus on customer care.
4. Ability to manage, motivate and develop staff and/or volunteers and supporters.
5. Experience of using social media and innovative methods of engaging with community users and groups of people.

This post is subject to an enhanced disclosure from the DBS.