

June 2019

Thank you for your interest in our Project Manager for Arts & Health which is permanent and full time. The pay scale for this post is £24-£26k.

Supplied in this application pack is a context statement about darts and the role, a job description and person specification, and an application form and diversity monitoring sheet.

Please apply by completing the application form and sending it, together with your current CV, to Amy Knowles at amy@thepoint.org.uk. If you have any questions about the position, in the first instance please email Amy.

The **deadline for applications is 9am on 8th July 2019**. If you have been selected for interview we will contact you by 15th July. If you've not heard from us by this date, I'm afraid you will have been unsuccessful. **Interviews will be held at The Point on Tuesday 23rd July.**

For more information about living and/or working in Doncaster:
<http://wearedoncaster.co.uk/why/live-work/>

We look forward to receiving your application.

Yours,

Lucy Robertshaw
Assistant Director

Job Context

darts (Doncaster Community Arts)

Mission

To create art with people in Doncaster to improve life, learning and health.

Purpose

We are a team of artists, makers, musicians, performers and support staff who collaborate to design and deliver creative programmes which inspire learning, build good emotional health and strengthen professional practice.

Our programme is for people of all ages who live, work or learn in Doncaster. Our home, The Point, is a friendly and welcoming place which is open to all and where we make and share art, and we carry this ethos wherever we go.

Values

We are a friendly organisation offering a safe space to try different – and sometimes challenging – creative activities. We listen and try to respond people’s interests and needs. We give time and space to make connections with other opportunities, places and people. We will work with people for as long as they want and at any stage of their lives.

We have 29 years’ experience in Doncaster, we know the area and how taking part in enjoyable creative activity helps communities and individuals fulfil their potential by making positive changes, big and small, over the short and long term.

Our Work

We continue to focus to work with specific target groups where we have built extensive experience and knowledge - and where we have evidence of the impact of our work. We focus on six core areas of delivery:

Strand	Core Purpose	Outcome for Participants
Schools	Learning	Improved practice in Education leading to improved attainment
Children & Young People Disability	Aspiration	Raised aspirations and increased health and well being
Children & Young People Emotional & Mental Health	Resilience	Building emotional resilience and good mental health

Strand	Core Purpose	Outcome for Participants
Adult Emotional & Mental Health	Recovery	Building emotional resilience and good mental health
Dementia & other long term health conditions	Living Well	Improved ability for individuals (those with condition , carers and general population) to live well with long term conditions
Family focused building programme	Explore	New Experiences Finding out about art

The Team

Our Senior Team comprises the Chief Executive, Assistant Director Children & Young People, Assistant Director Adults and Head of Fundraising & Development. They collectively provide the strategic direction of the company and make the decisions on the funding priorities linked to the company’s business plan.

A broader Creative Team includes project management and co-ordination posts and a permanent team of Core Artists. Our Core and Freelance artists deliver participatory arts workshops and projects in visual art, music, film, dance, drama, circus skills and photography in a range of settings.

Arts and Health

Doncaster has an ambitious vision for arts and health. A dedicated board bringing together senior leaders from across the Arts, Culture, Health and Social care sectors, is coordinating a series of pilot programmes with over £700k of investment committed in the next few years.

Our vision for Doncaster is that community hubs, among them cultural venues, will be home to participatory creative activities for people of all ages and means, with health professionals confidently referring patients into them as part of a borough wide Arts on Prescription service. Doncaster residents taking part in creative activity will be healthier, happier and more resilient.

Doncaster leads the way in developing innovative, creative activity with individuals and communities and has a national profile for good practice. We have four Arts Council Portfolio Organisations and a wealth of trained, experienced artists who deliver powerful interventions and high quality arts experiences with a range of people from all ages, backgrounds and needs.

The Project Manager will manage the delivery of a number of arts & health pilots both for darts alone and working closely in partnership with Cast and Heritage Doncaster.

Job Description

Project Manager

The Project Manager is a member of the Creative Team, line managed by the Assistant Director (Adults)

Objectives

- To manage the delivery of the Arts and Health programme within the agreed ambitions for the area of work and for the company and within budget requirements
- To work closely with the partners involved in delivery – darts (Doncaster Community Arts), Cast and Heritage Doncaster
- To ensure the specified outcomes for the programme

Responsibilities

Development

- Research opportunities for programmes of work by researching and identifying the needs of new and existing participants
- Develop good working relationships with key referral organisations e.g. Doncaster Social Prescribing Service, GPs and other health professionals
- Design programmes of activity to achieve agreed outcomes
- Contribute to the development and growth of Arts and Health in Doncaster

Project Management

- Manage the delivery of the programme of work including to:
 - Engage, brief and manage artists
 - Negotiate with partners, clients and participants
 - Take responsibility for all practical arrangements, including room bookings, risk assessments, researching venues, contacting target audiences,
 - Ensure the monitoring and reporting of progress re. quality and impact
 - Respond to enquiries about the programme of work and keep participants, potential participants and referral agencies informed

- Be the main point of contact for our academic partners to ensure the monitoring and reporting tools they provide are completed and returned to them to meet deadlines
- Manage and resolve difficulties that arise
- Facilitate ongoing communication with health partners who will refer into this programme of work
- Ensure continuity of management during absence

Financial

- In close consultation with Assistant Director take on responsibility for the management of selected small to moderate scale projects up to £25,000
- When required, ensure financial monitoring requirements are fulfilled
- Ensure project stays within budget

Advocacy & Communication

- Attend appropriate meetings that will raise the profile of the work and encourage participation
- Disseminate information regarding own areas of work internally (including to Board of Trustees) and externally
- Attend Creative Team and company meetings and contribute to decisions on the programme of work and development of policy and practice
- Contribute to the promotion of the work of the company
- Represent the partner organisations externally
- Assist in induction programmes for new team members and, when appropriate, support trainees and placements
- Advise other members of the company when required and support them and their work when appropriate

Person Specification

Project Manager

Essential

- A minimum of 2 years' experience in working in either the cultural sector, the health sector or in community engagement
- Experience of working out in communities and developing relationships on the ground
- Experience of co-ordinating and/or managing projects and meeting deadlines
- Strong organisation and time management skills with the ability to work under pressure, be self-motivated, problem solve and use own initiative
- Experience of budget management
- Excellent communication skills
- Organised and methodical
- Drive and energy
- Willingness to occasionally work weekends and evenings
- Up to date digital skills

Desirable

- A good understanding of the value and positive impact of the arts on wellbeing and the ability to articulate this to health professionals and other partners
- Experience working within and/or a strong understanding of the cultural and/or health sector
- A clean driving licence and own vehicle
- Budget management experience of up to £25,000 a year
- Experience of working with academic partners to demonstrate the impact of the work
- Experience of working with community members who may be experiencing mental health issues and feelings of loneliness