



## Accentuate History of Place

### Project Manager

### Job description and Person Specification

#### Purpose of the Role

Screen South wishes to appoint an experienced Project Manager for the nationally significant History of Place project. The successful applicant will have expertise in partnership management, heritage learning, audience development, volunteer participation and budget management. The post holder will maintain existing partnerships, deliver some workshop activity and manage two Project Coordinators based in Liverpool and Bristol. The Project Manager will also have particular responsibility for the day to day delivery of activity across Kent and London. They will support the Head of the Accentuate Programme in maintaining strategic national partnerships, including with our national museum partners and develop toolkits and a legacy strategy as the project draws to a close. They will also work closely with the Head of the Accentuate programme and our external evaluator on the final evaluation documents.

The Project Manager will be employed on a salaried basis for three - four days a week, to the end of July 2018 to deliver the Accentuate History of Place Project. We would also be open to discussion as to offering this role as a freelance post.

#### Background

Screen South is a not for profit Creative Development company operating in the wider creative and cultural community. They deliver and lead innovative projects across screen based media and the wider heritage, cultural and creative industries.

The Accentuate programme is one of Screen South's portfolio of programmes and challenges perceptions of disability by providing life changing opportunities for Deaf and disabled people to participate and lead within the cultural sector.

#### Project

In June 2015 Screen South was awarded £878,500 from Heritage Lottery Fund to deliver a groundbreaking new national disability heritage programme called [History of Place](#). History of Place is a nationally significant social history programme charting the lives of deaf and disabled people from the middle ages until the late 20<sup>th</sup> Century in relation to built heritage. Over the last two years the

History of Place project has highlighted eight heritage sites of importance across England; chosen to reflect early provision for disabled people through to the first purpose built architecture. The richly diverse, experiential stories generated by those who inhabited or designed these buildings, has provided new insights into their lives and the prevailing social attitudes and institutional processes which controlled them.

We have delivered a highly successful volunteering programme ensuring local people have been intrinsic to the archive research. We have also delivered filmmaking and digital gaming workshops with a range of participants. Our first exhibition “Brave Poor Things: Reclaiming Bristol’s Disability History has been extremely well received and is currently on display at M Shed in Bristol. Two further exhibitions at the Museum of Liverpool and the V&A are due to open at the end of January and beginning of February respectively.

History of Place is also providing training to develop the skills of heritage events organisers, volunteers and heritage staff, in order to make heritage sites and events more accessible to disabled visitors. This is the first project of its kind, and has been designed to bring this relatively hidden heritage to national notice. Joining the project at this stage offers an exciting opportunity to build on what has already been achieved, be pivotal in helping to promote our key achievements and ensure a lasting legacy for this landmark work.

## **JOB DESCRIPTION**

The Project Manager will lead the successful delivery of Accentuate’s History of Place project, undertaking the following strands of work:

- To continue to maintain partnerships with local groups, particularly across Kent and London. The Project Manager will also support the Head of Accentuate Programme in maintaining key strategic national partnerships.
- All elements of budget management, providing regular up-dates to the Head of Accentuate Programme and liaising closely with the Head of Business Support to ensure compliance with Screen South procedures.
- In partnership with the Head of Accentuate Programme be responsible for preparing reports for HLF.
- Managing the two Project Coordinators, who are be based in Liverpool and Bristol.

Responsibilities will include:

### **Manage the day to day delivery of the History of Place project programme, including:**

- Working with the Project Coordinators to ensure legacy for the Archive and Research Volunteer Groups
- Work with the Archivist and Head of Accentuate Programme to ensure legacy strategy to protect archive material which has been identified during the project. .
- Lead digital gaming activities across Kent and London, including liaising with, Maison Dieu Faversham, Chiswick House London.
- Initiate monthly team skype meetings with the Project Coordinators in Liverpool and Bristol and the Head of the Accentuate Programme, ensuring all elements of the programme are delivered to a high standard with excellent levels of accessibility as standard.

- Arrange quarterly team meetings in Folkestone to be attended by the Project Coordinators, Project Manager and Head of Accentuate Programme and MD of Screen South or Head of Business Support.
- In partnership with the Head of Accentuate Programme and the external evaluator, assess the effectiveness of the training and professional development activities for heritage volunteers and staff, to increase understanding of better access.
- Support the Head of the Accentuate Programme to deliver two symposia for heritage professionals at the Museum of Liverpool and the V&A London.
- In partnership with the Head of Accentuate Programme and the Digital Content Editor, identify areas for promotion of the work of History of Place building the strategic profile of the project.
- Ensure that all marketing directly by History of Place or by it's partners use correct logos and acknowledges Heritage Lottery Fund.
- Liaise with Head of Business Support to ensure all safeguarding and health and safety guidance is followed, especially at workshops.
- Work closely with the Digital Content Editor to ensure quality, accessibility and public engagement across all digital strands of the project.
- In partnership with the Head of Accentuate Programme ensure the smooth running of the Heritage Hub: A group of deaf and disabled people who act as a "critical friend" and advisory panel for the project.

**Developing new and existing partnerships with key organisations and stake-holders appropriate to the delivery of History of Place, including:**

- Maintain relationship with funders.
- Advocate for History of Place.
- Develop and maintain relationships with local partners, including local authorities, disability and heritage groups, including volunteer organisations.
- Support the Head of the Accentuate Programme in maintaining strategic relationships with The National Trust (Heritage Open Days), Historic England, The Museum of Liverpool, Bristol Galleries Museums and Archives and the Victoria and Albert Museum.

**Project Management and Monitoring:**

- Maintain accurate administrative systems for the project and ensure appropriate records are kept.
- Monitor progress against key milestones and achievement of outputs and outcomes, as outlined in the History of Place Activity Plan.
- Following existing procedures to monitor and evaluate the project in line with Heritage Lottery Fund requirements and guidance and ensure that there is cohesion of monitoring across all locations and activities.
- Supported by the Head of Accentuate Programme, report to HLF in accordance with their requirements.
- Monitor and ensure compliance with funder conditions, including conditions of HLF delivery grant.

**Financial and Budget Management and Monitoring:**

- Manage the project budget; monitor performance against budget and provide monthly forecasts, reporting to the Head of the Accentuate Programme and Head of Business Support at Screen South.

- Manage all invoicing procedures, including ensuring correct purchase orders have been issued, contracts have been issued and tendering process has been undertaken where required. Ensure the Head of Business Support and Accounts consultant are up to date with spend against nominal codes.
- Responsible for ensuring financial controls and procedures are managed for the project in line with Screen South policy and in consultation with the Screen South Head of Business Support.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role, within which the changing needs of the project can be accommodated.

## **PERSON SPECIFICATION**

**In recruiting to this post, we will be seeking evidence of most, or all, of the following skills, knowledge, experience and personal qualities:**

- Experience in managing large scale heritage projects and ideally Heritage Lottery Fund projects.
- Experience in partnership management and development involving the voluntary and public sector.
- Experience of working across territories, including maintaining regional and local contacts, networks and resources.
- An awareness of, and interest in, disability history and working with disabled people.
- Understanding of use of digital media and tools and ability to act as effective client lead with digital consultants.
- Effective administrative and organisational skills.
- Ability to communicate clearly and effectively using a range of styles and methods suited to the purpose.
- Proven track record of successful project delivery, including achieving agreed targets/outcomes and meeting tight deadlines.
- Proven track record in managing budgets and financial records effectively and accurately.
- Ability to develop creative approaches to overcoming obstacles and arrive at practical and effective solutions.
- Experience in writing toolkits, informing evaluation documents and identifying opportunities for legacy.
- Experience in identifying further funding opportunities to ensure a longer term legacy.
- Ability to motivate, empower and successfully engage with a range of people including young people.
- Effective interpersonal skills including the ability to enthuse and persuade others.
- Ability to manage own work performance and time effectively.
- A proven knowledge and understanding of issues affecting people of diverse backgrounds, ages and communities.

**The Project Manager reports to** the Head of Accentuate Programme. The post holder will line manage the Project Coordinators in the day to day delivery of the programme. The post holder will also manage the Digital Content Editor, the Web Development and Digital Gaming Teams and the Archivist. The post holder will also work closely with the Head of Business and Support at Screen South, and liaise with other Screen South staff as required.

**The timeline is:**

**Deadline for applications:** 9am Monday 22<sup>nd</sup> January 2018

**Notification of interview:** By 5pm Tuesday 23<sup>rd</sup> January 2018

**Interviews:** Tuesday 30<sup>th</sup> January 2018, TBC

**Terms and conditions:**

- Salary: £33K per annum pro rata to the end of July 2018.
- Hours: Up to 28 hours per week, some evening and weekend work may be required, which will be recompensed with time off in lieu.
- Annual Leave: Up to 25 days per year pro rata plus Bank Holidays pro rata.
- Office base and travel: the post-holder will be based at Screen South's office in Folkestone, but will be required to travel throughout England and potentially UK on occasion. Reasonable travel expenses will be paid in line with Screen South Policy for travel away from the Screen South office. It may also be possible for some remote working.
- Screen South will make reasonable adjustments to meet any access requirements.

**APPLICATION PROCESS**

Applicants will be required to send a CV, and covering letter addressing how they meet the requirements laid out in the person specification, both a hard copy and electronically, by 9am on Monday 22<sup>nd</sup> January 2018 to:

Accentuate  
Screen South  
The Wedge  
75 - 81 Tontine Street  
Folkestone  
Kent  
CT20 1J

**Email:** [info@screensouth.org](mailto:info@screensouth.org)

**Tel:** 01303 259777

Alternatively you can telephone or email to request application materials in other formats.