

Handmade Parade

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Handmade Parade CIC -Project Manager, Hebden Bridge Handmade Parade

Who we are

Handmade Parade brings artists into communities to create parades, festivals and stunning celebrations. We have a fantastic, talented and generous team of professional carnival artists, puppeteers, makers, musicians, stilt walkers and performers based around Todmorden, Hebden Bridge and Mytholmroyd, West Yorkshire, England.

In addition to our signature events, the annual Hebden Bridge Handmade Parade and the Todmorden Lamplighter Festival, we have created bespoke parades and participatory events for Yorkshire Festival, Incredible Edible Todmorden, Skipton International Puppet Festival, the Rochdale Canal Festival and the Valley of Lights. Our giant puppets and parade art have also been part of many events throughout the north of England.

We are in the process of growing from one major event a year to a year-round organisation and are seeking a project manager to help us establish and maintain a sustainable platform to facilitate that growth.

Job brief

We are looking for an experienced Project Manager to manage organization of Hebden Bridge Handmade Parade 2017.

The Project Manager oversees the planning, implementation, and tracking of this large scale community event and all related activities.

The Hebden Bridge Handmade Parade is to be held on 25th June 2017.

Hours: 15 days

Fee: £2000

Responsible to: Executive Director/Artistic Director

Primary Duties and Responsibilities

The Project Manager performs a wide range of duties including some or all of the following:

Plan the project

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc.) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated at its completion
- Ensuring that Hebden Bridge Handmade Parade is delivered on-time, within scope and within budget
- Ensuring resource availability and allocation

Staff the project

- Work with executive director to create contracts.
- Coordinating internal resources and third parties/vendors for the flawless execution of Hebden Bridge Handmade Parade
- Oversee publicity including newsletters, website, social media, press releases and print working with publicity manager
- Book bands and other necessary hires and ensure they have all the information they need for the event.
- In consultation with the appropriate manager, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities

- Manage project staff and/or volunteers according to the established policies and practices of the organization
- Ensure that personnel files are properly maintained and kept confidential
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Contract qualified consultants to work on the project as appropriate
- Supervise volunteer coordinator and workshop manager

Implement the project

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Establish and maintain relationships with third parties/vendors

Control the project

- Write reports on the project for management and for funders
- Communicate with funders as outlined in funding agreements
- Monitor and approve all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date

- Prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Perform risk management to minimize project risks

Evaluate the project

- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase
- Book and manage documentation photographers and videographer and work with artistic director to choose/edit photos and video edit.

Qualifications

Education

- University Degree in a related subject
- Great educational background, preferably in the fields of event management, project management, arts management

Knowledge, skills and abilities

- Knowledge of project management
- Proven working experience as a project administrator/ manager in the arts sector
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Familiarity with social media and other PR media
- Strong working knowledge of Microsoft Office
- PMP / PRINCE II certification is a plus

Personal characteristics

The Project Manager should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Familiarity with the Hebden Bridge community is a plus

Experience

- 2 to 3 years planning and/or management experience

Flexibility

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the fee has been established on this basis.

Working Conditions

- Project Managers usually work in an office environment but the purpose of the project may sometimes take them to non standard workplaces.
- Project Managers work a standard work week but may be required to work some evenings and weekends to meet project milestones.

How to Apply

Please send a CV (including details of two referees) and covering letter, outlining why you would like to work with us and how you meet the person specification, no later than **12 noon Monday 6 March 2017**. Please note that the successful applicant will be required to complete a DBS check before assuming this role.

Interviews will take place within one week of the closing date. If you are unavailable at this time please indicate this in your cover letter.

Please send applications and requests for further information to Kathleen McGrath (Executive Director) (kath@handmadeparade.co.uk). More information about the organisation can be found at www.handmadeparade.co.uk.