

JOB TITLE: PROJECTS & PLANNING MANAGER

Contract: 12 month Fixed term contract. Full-time

Flexible working: Flexible and remote working options can be considered (subject to negotiation).

Responsible to: Head of Programmes

Summary: The Projects & Planning Manager will support the strategic development and effective project management of key partnership projects, as well as operational support for planning and managing the suite of programmes delivered by Clore Leadership.

Key Responsibilities

Working closely with the Head of Programmes and Head of Strategic Partnerships & Impact, your responsibilities will include (but are not limited to):

- Leading on the development and delivery of priority projects, including two new programmes focused on place-based leadership. In the early stages of development, these are:
 - Strengthening the opportunities for leadership learning and development in the Tees Valley, North East England; working with local authorities and regional stakeholders to support progression routes and pipeline development for cultural leaders.
 - Stimulating next phases for cultural leadership development internationally, commencing with a mapping of Clore Leadership and British Council alumni; identifying and exploring existing and potential provision; and making recommendations for leadership learning in targeted areas.
- Supporting the consolidation of robust methodologies and processes for the life-cycle of partnership programmes, taking account of:
 - Stakeholder consultation, communication and liaison
 - Needs analysis, mapping and market research
 - Project design, content ideation, planning, management and budgeting
 - Participation, engagement and legacy strategies
 - Evaluation and impact analysis.
- Steering the operational logistics and management of programmes and activities to achieve organisational ambitions and priority Key Performance Indicators including:
 - Planning and scheduling support to ensure the effective delivery of the suite of Clore Leadership programmes
 - Ensuring access needs are anticipated and delivered across all programmes
 - Managing participant recruitment and support processes to ensure a positive customer service experience is embedded across our programming
 - Management of project budgets and expenditure records

- Working with other members of the Clore Leadership team to
 - Maintain and develop administrative systems and processes
 - Rationalise and implement appropriate evaluation methodologies for discrete projects, taking account of the reporting needs of funders and partners
 - Ensure the learning and impact from projects and programmes are gathered and shared across the team as a whole.
- Working as part of the Clore Leadership team to develop and promote an inclusive and equitable culture and working practices across our organisation.
- Working in a flexible, cooperative way to contribute to the general administration of Clore Leadership, supporting colleagues where necessary and being prepared to take on any other administrative duties that may be reasonably required.

Person Specification

Essential

- Strong and demonstrable project management experience & acumen.
- The ability to work strategically, think creatively and critically, and to generate ideas, be proactive and use own initiative.
- Knowledge of the design and management of learning and professional development programmes.
- Sound understanding of quality assurance indicators in relation to programme design and delivery.
- Knowledge of current issues relating to leadership in the arts & cultural sectors.
- Proven ability to work collaboratively with multiple stakeholders.
- A proactive approach to workload planning and delivery.
- Ability to rationalise and manage a full and varied workload, to work unsupervised and meet deadlines.
- Clear understanding of and commitment to Equality, Diversity & Inclusion and how they relate to programme design and the delivery of public-facing events & training.
- Excellent organisational, operational and communication skills.
- High standard of accuracy and ability to pay close attention to detail.
- Supportive and empowering approach to working with others, as part of a small, busy and collaborative team.

Desirable

- Experience of preparing funding applications and reporting against grants.
- Understanding of customer service driven approaches.
- Experience working on international projects.
- Experience of the design and implementation of application, assessment and selection processes.
- Experience in the preparation and writing of evaluation and impact reports.
- Experience of data collection and analysis, working with CRM systems.
- Experience of digital learning platforms.

OUTLINE TERMS & CONDITIONS

- Salary:** £30,000-£40,000 p.a. (dependent on experience)
- Hours of work:** 35 hours per week (normally 9.30 am to 5.30 pm, Monday to Friday, with one hour for lunch each day. The role is full time and flexible working options can be considered and negotiated by mutual agreement.
- Place of Work:** Clore Leadership Offices, 2nd Floor, South Wing, Somerset House, London WC2R 1LA, which can be accessed via a lift. Remote working options can be considered.
- Annual Leave:** 25 days pro rata holiday per annum, as well as statutory holidays.
- Pension:** A contribution equivalent to 9% of salary made to a pension scheme.
- Staff Benefits:**
- Staff discount at Somerset House cafes.
 - Cycle purchase loan scheme
 - Discounted ticket offers (available through Somerset House)
 - Employee Assistance Programme (available through Somerset House, & includes mental health & wellbeing support).

Clore Leadership is an equal opportunities employer and we particularly welcome applications from D/deaf, disabled and neurodivergent and / or Black, Asian and ethnically diverse and other underrepresented groups.

Further information about Clore Leadership is available on our website: www.cloreleadership.org

HOW TO APPLY

Please send a covering letter (not more than 2 pages) explaining why you are applying for the job and why you would be a suitable candidate for this post, together with a CV (no more than 4 pages) with names and contact details of two people who would be able to provide a reference on your suitability for the post, if required after interview.

We ask all candidates to complete the online Equal Opportunities monitoring form on our website. This information is used to review who applies for roles with us. We will interview D/deaf or disabled candidates who meet the essential criteria for this role and who are applying for the first time.

If you would like an informal conversation about any aspect of the role, please contact Nicole Atkinson, Administrator, info@cloreleadership.org / 020 7420 9430.

Your application should be sent to info@cloreleadership.org. Please write '**Projects & Planning Manager**' in the subject.

Closing Date for receipt of applications: **12 Noon on Monday 16th May 2022.**

Interviews will be held via Zoom **on Wednesday 25th May 2022.**