



## **PROJECT MANAGER – THE AGENCY**

Full Time (Tuesday – Saturday)

Fixed term 12-month contract

Job Title: The Agency Project Manager  
Location: 1-2 Sutherland Rd Path  
Closing Date: Friday 11<sup>th</sup> January 2019  
Interviews: Wednesday 16<sup>th</sup> January 2019  
Start Date: Monday 18<sup>th</sup> February 2019  
Reporting to: Creative Director

### **BACKGROUND**

Blackhorse Workshop is looking to recruit a new Project Manager to develop and deliver 'The Agency' project in Waltham Forest as part of the London Borough of Culture 2019. The Agency programme was originally developed by Battersea Arts Centre in collaboration with Contact Theatre in Manchester, and is an initiative allowing young people aged 15-25 from deprived inner-city areas to develop business ideas benefitting their communities.

The role is responsible for recruiting young people from the local community onto the project and managing The Agency freelance staff contracted to deliver work within the Borough. This is an exciting opportunity to take a leading role in this celebrated social change programme, working in a lively and creative environment at Blackhorse Workshop with opportunities to grow and make the role your own.

Blackhorse Workshop was founded by Turner Prize winning design & architecture practice Assemble, and developed by its Creative Director Harriet Warden. Now in our fifth year, we're looking for a friendly and enthusiastic person to join our committed team. You will ideally have an interest in the space and have previous project management experience and outreach you can bring to the role.

For more background about The Agency visit:

[https://www.bac.org.uk/resources/0000/2875/The\\_Agency\\_Interim\\_Report.pdf](https://www.bac.org.uk/resources/0000/2875/The_Agency_Interim_Report.pdf)

## **THE ROLE**

### **Project Management**

To deliver confident and comprehensive coordination, budgetary control, relationship building and evaluation skills for the effective delivery of the project.

- Play a lead role in the delivery of The Agency in Waltham Forest
- Maintain a strong relationship with Battersea Arts Centre's Project Managers through regular communication and meetings
- Be responsible for the recruitment and retention of The Agency participants ensuring their pastoral needs are met
- Recruitment and Line Management of The Agency facilitation team including Lead Facilitators and Peer Mentors
- Develop successful partnerships with organisations and individuals from across the community including voluntary, public and community organisations, schools, youth clubs and other arts organisations that will support the work of The Agency
- Ensure the provision of resources for projects, such as space, equipment and materials is provided
- Be responsible for the monitoring and management of The Agency project budget
- Ensure that monthly financial reports are completed and sent to Agency Project Managers
- Work with other departments and various partner organisations
- Work with the independent evaluator to monitor and evaluate The Agency in line with the evaluation framework

### **Administration and Communication**

To ensure effective and comprehensive administrative systems are maintained and communication materials distributed.

- Utilise office systems to ensure thorough planning, tracking and evaluation of projects is achieved
- Organise marketing and publicity material for The Agency, working with other Agency partners

### **Creative Development and Delivery**

To create innovative and engaging outreach work to develop the project

- Deliver outreach work in relation to The Agency project, targeting groups of young people from the engagement areas identified
- Support the wellbeing of the young people during the project

- Be forward thinking in generating and deploying new ways of reaching and working with a diverse range of young people
- Take a leadership role in the delivery of workshops for young people where necessary
- Work collaboratively with The Agency team in developing new and exciting methods to engage young people within the workshops

### **General**

To maintain knowledge and communication for the effective delivery of the project

- Keep up to date with developments within the arts and youth culture
- Represent The Agency at external events as required
- Establish and maintain good working relationships with all partner organisations
- Respect and adhere to the Health & Safety policy, undertaking duties as required and ensuring that reasonable care is taken to maintain a healthy and safe place for public and staff
- Actively commit to the Equal Opportunities policy and Safeguarding of Young People policy

### **Organisation**

To ensure company policies and procedures are met and all activity undertaken is legally compliant

- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times
- Comply with all Policies and statutory regulations
- Any other duties as and when required

### **Person Specification**

#### **ESSENTIAL**

#### Experience

- A minimum of two years project management experience of managing participatory arts projects.
- Experience of delivering creative participatory projects in community settings.
- Experience of working with culturally diverse communities and an understanding of successful approaches to this work.
- Experience of engaging young people through outreach work.

#### Knowledge and Skills

- Strong organisational skills and ability and experience of managing complex budgets.

- Skilled in facilitating workshops and sessions with young people.
- Strong written skills and ability to write project plans, reports and evaluations.
- Ability to work under pressure, sometimes unsupervised and under your own initiative.

#### Personal Attributes

- Enthusiasm for delivering a variety of exciting Arts and cultural activities for young people aged
- An understanding and vision of how Arts activities can provide positive benefits for young people with different needs and abilities.
- Availability to work some evenings and weekends.

### **DESIRABLE**

#### Experience

- An enthusiasm for and experience in working with young people from a range of backgrounds and cultures.
- Experience of working with young people who may have complex needs or challenging behaviour.
- Experience of providing pastoral care and support to young people.

#### Knowledge and Skills

- Versatile communication skills and ability to work with a range of young people, staff, artists, organisations, community groups and visiting companies.
- Proficient IT skills including Microsoft Office software, Mac hardware, internet & email.

#### Personal Attributes

- Willingness to represent The Agency and speak at events regionally, nationally and internationally.

We encourage applications from all parts of the community.

### **TERMS AND CONDITIONS**

Salary: £27,000 per annum

Hours: 37.5 hours per week (plus a compulsory break for one hour)

Holidays: 25 days per year (excluding statutory Bank Holidays)

Term: After a satisfactory three-month probationary period this is a fixed-term contract from 18<sup>th</sup> February 2019 to 17<sup>th</sup> February 2020

Notice: Following completion of a successful probationary period, the notice period is three months on either side.

Pension: After completion of a satisfactory probationary period the employer offers an auto-enrolment pension with People's Pension whereby contributions can be deducted from salary.

#### **HOW TO APPLY:**

Please email your CV and covering letter to [harriet@blackhorseworkshop.co.uk](mailto:harriet@blackhorseworkshop.co.uk) by Friday 11th January 2019.

Interviews will be held on Wednesday 16<sup>th</sup> January 2019.

#### **FURTHER BACKGROUND:**

The Agency UK is a Battersea Arts Centre and Contact programme devised in partnership with People's Palace Projects. Current delivery partners include: National Theatre Wales and Fablab Belfast. It is currently funded by the National Lottery through the Big Lottery Fund and the Mayor of London.

The Agency at Blackhorse Workshop is part of the London Borough of Culture 2019. London Borough of Culture is a Mayor of London initiative, supported by the City of London Corporation's charity and City Bridge Trust.

The Agency is a programme originally conceived by Marcus Faustini in Rio de Janeiro where it is delivered by Agência de Redes para a Juventude. The UK pilot (2013-15) was funded by the Calouste Gulbenkian Foundation.

**Blackhorse Workshop CIC**  
**1-2 Sutherland Rd Path, London E17 6BX**  
**[www.blackhorseworkshop.co.uk](http://www.blackhorseworkshop.co.uk)**