



Job Description

Senior Project Manager, Prosper North Programme (2-year fixed term contract)

Hours: 35 hours per week (full time)

Based: Home working and/or Sheffield (at The Key Fund's offices)

Reporting to: Director of Business Support Programmes, Creative United (London office)

Salary: £30,000 - £32,000 per annum (depending on experience) plus benefits

About Creative United

Creative United is an entrepreneurial community interest company, that supports economic growth and social impact in the arts, cultural and creative industries. We provide a range of programmes and business services which enable the development, growth and sustainability of organisations and enterprises operating within these sectors.

Our vision is for artists, creative enterprises and cultural organisations to have access to the specialist skills, professional advice and services they need to achieve their ambitions for growth and impact within their communities.

About the Prosper North programme

The Prosper North programme, funded by the National Lottery Heritage Fund, is aligned with, and has outputs feeding into, the Northern Cultural Regeneration Fund (NCRF), delivered and managed by Key Fund in Sheffield.

In 2018, Key Fund, in partnership with Creative United and Social Investment Business, was awarded a Government contract to manage a £3.2million repayable social finance fund for creative, arts and cultural heritage organisations across the 11 northern-most Local Enterprise Partnership (LEP) regions in England. NCRF will make c. 30 social repayable finance deals, some of which would be a mix of grant and loan, between March 2019 and March 2021.

Part of this initiative is Creative United's delivery of an enterprise and investment readiness support programme – Prosper North.

This programme is built on the expertise, learning and best practice garnered by Creative United in their delivery of its Arts Council funded Creative Industry Finance (2012 – 2016) and Prosper (2017 – 2018) programmes.

Through the provision of free, tailored one-to-one business advice, group workshops and peer learning events from Prosper North, a pipeline of investment-ready organisations will be created.



At least 80 cultural and heritage organisations across the North will be enabled to improve their resilience and business growth prospects. Some of these will be progressed and supported to secure NCRF's investment deals.

Prosper North's target outcomes for cultural heritage organisations in the North of England include:

- 8-10 organisations progress to access NCRF repayable social finance via Key Fund
- Increased business and enterprise confidence and skills
- Improved understanding of routes to a diversity of funding and finance
- Improved investment readiness and enable increased investment into communities
- Improved measurement and articulation of social impacts
- Improved resilience and sustainability of cultural heritage organisations

About the role

The Project Manager for Prosper North will be someone who will play an integral part in helping to grow innovation and resilience for cultural heritage organisations in the North, enabling them to attract investment and provide welcoming and enriching experiences for people across a range of diverse communities.

You are confident in managing your own time and responsibilities to meet targets and deadlines, while liaising closely with the Director of Business Support Programmes and the wider Creative United team. You will also be confident managing the various relationships and needs of multiple stakeholders and programme beneficiaries across the North.

Importantly, you understand the important work that small or community-run organisations do to provide cultural experiences or opportunities for their communities, and promote or safeguard local, regional or national heritage.

You will manage the planning and delivery of the programme, ensuring milestones are met, and outputs achieved and monitored. Typical duties include:

- Managing and building relationships with senior level stakeholders
- Identifying and engaging with relevant networks in cultural heritage across the North, in support of promotion and outreach activities
- Identifying and engaging with target beneficiaries across the North
- Being first point of contact for applicants and beneficiaries
- Supporting organisations through the application process
- Managing the business support activity plans with and for beneficiaries, e.g. helping to arrange the appropriate level of 1:1 support or attendance at workshops
- Liaising and managing relationships with Creative United's network of business advisors and associates
- Organising and producing workshops and other group events across the North, as part of the business development support activities for the beneficiaries (events to be led/facilitated by a business advisor or associate)
- Tracking and monitoring programme outputs and outcomes for reporting back to the Director of Business Support Programmes

- Providing excellent client-focused service to ensure a positive and enriching experience for the programme beneficiaries
- Working closely with the Chief Executive and Director of Business Support Programmes to identify and explore ways of building capacity in the programme through fundraising and partnership opportunities

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • At least 5 years' experience of working in the cultural or heritage sectors • Demonstrable experience of working autonomously and independently, confidently managing own time and key relationships • Good knowledge of cultural heritage and organisations working in this sector in the North • A good understanding of the business and organisational challenges facing the cultural or heritage sectors • An effective, efficient and pro-active project manager with experience of large-scale projects with multiple stakeholders • An excellent communicator with stakeholders of all levels, able to present confidently, as well as create external and internal content • Confident with handling multiple tasks and priorities • Good experience in using data, monitoring outputs/outcomes and reporting against objectives • Proficient in creating reports using Excel, Word etc. • Target-driven and adaptable, with ability to meet deadlines and targets 	<ul style="list-style-type: none"> • A qualification in PRINCE 2 project management or similar • Experience of risks and benefits of generating revenue from diverse sources such as repayable finance, grant funding, sales etc. • An understanding of business planning methodologies and practice • An understanding of business support techniques to enable enterprise and investment readiness • Experience of large scale, publicly-funded projects • Experienced in using project manager systems or applications such as Gantt, Trello or similar • Experience of fundraising and/or building corporate partnerships

To apply

Please send a CV and covering letter detailing how you meet the person specification to Sarah Thirtle, sarah.thirtle@creativeunited.org.uk.

Deadline – 12 noon on Friday 24 May 2019