



Welcome!

Thanks for downloading the application pack for our freelance maternity cover Project Manager role.

Below you'll find the full job description, along with the person specification which we'll use to shortlist for interviews based upon the evidence you supply in your cover letter and CV. At the end of this document are full details on how to apply.

We are looking for a friendly, highly organised and self-motivated person to come join our small staff team and hit the ground running delivering existing projects (currently postponed due to Covid-19). We want somebody with previous project management skills, good understanding of evaluation and an understanding of working with disadvantaged children and young people.

This is a fixed term six month freelance contract to support us during maternity cover. Contract may be extended dependent on future circumstances.

It is an exciting time to join our team, we have 23 years experience of supporting those experiencing disadvantage through arts and creative practice, excellent relationships with our local community and key funders, and have new staff and board team to make our exciting and ambitious plans for the future a reality.

We look forward to hearing from you!

Team Pedestrian





Job Description

Title:	Project Manager
Responsible to:	Director
Contract type:	Part time, freelance 6 month contract
Rate of pay:	£15p/h – to be invoiced monthly
Location:	Leicester
Hours:	20 hours per week
Working Days:	3/ 4 weekdays between the hours of 8am and 6.30pm

Job Purpose

The Project Manager is primarily responsible for coordinating the successful delivery of grant funded, contracted and commissioned projects in line with quality standards and all-round company ethos.

The Project Manager is responsible for identifying and recruiting participants, supporting the recruitment and development of freelancers as well as volunteers. A significant part of the role is monitoring and reporting project outputs to commissioning and funding bodies, connecting with Pedestrian's wider evidence base and implementing best practice into future working.

Principal Tasks

Project Management

- Deliver successful project outcomes in-line with time, quality and cost targets
- Monitor, evidence and report on project outcomes and outputs
- Liaise with the Management Team in order to schedule, organise and ensure effectively resourced project delivery
- Liaise with and manage freelancers in-line with project requirements
- Control and develop expenditure in-line with budgets
- Ensure monitoring data is captured for monitoring guide

Funding

- Identify suitable grant applications for project team to develop
- Writing and preparing proposals and quotes to develop bid proposals for grants, schemes, commissioners and trusts supported by the Director





- Maintain correspondence with local smaller funders through letter of application and result of funding.
- Identify and develop additional trading income as part of business development
- Authorise and sign off on monthly invoices related to projects

Training & Development

- Support training and development of new staff, interns, volunteers and freelancers
- Support work experience, graduates and volunteers
- Manage documentation for accredited course delivery (Arts Award, ASDAN) where required

General Duties

- Represent the organisation at meetings and events as required
- General office and administrative duties
- Occasional out-of-hours working as needed
- Create content to support marketing, social media and website development of projects and the wider organisation





Person Specification

Essential

- Experience of working on grant funded projects for at least two years
- Understanding of grant-making processes and funders (in particular Children in Need)
- Understanding and experience of evaluating project outcomes
- Experience of working in an office or project environment
- Excellent communication skills, including written and verbal
- Strong organisational skills
- Able to focus on multiple tasks/ projects at the same time
- Good IT skills in Word and Excel
- Able to manage time effectively
- Able to work with minimal supervision
- Creative problem solver
- Understanding and knowledge of Safeguarding (will need to under-go an Enhanced DBS check and Safeguarding training)

Desirable

- Experience of the tools and techniques involved in project management (e.g. PRINCE2)
- Experience of working with disadvantaged and vulnerable young people
- Connection to arts, culture and creative activity in the region
- Interest in alternative education provision
- Familiarity with design programmes such as Photoshop
- Social media savvy, including platforms such as Twitter, Facebook and Instagram.
- Access to own transport/ driving license
- Confident in taking ownership of the office stereo - we love a good playlist!





How to apply

If you're interested in joining our team, please submit your CV and a short covering letter/ video, stating why you wish to be considered for the role by email to recruitment@pedestrian.info

We are really interested to know a little about yourself and why you want to be involved with the valuable work Pedestrian do. We are especially interested to understand how you meet the essential criteria required for the role in the person specification, and any of the desirable criteria you may meet.

If you have any questions at all about the role or any part of the application process, please contact our Director, Hema Mistry hema@pedestrian.info // 07873 222676 or via email on recruitment@pedestrian.info

The application process itself will consist of an interview with Pedestrian's Director, Hema Mistry and another member of the operational team at Pedestrian's HQ in Leicester City Centre. This will involve a short task that you will not need to prepare for prior to the interview, along with some questions to find out more about you and why you are keen to join our team.

Pedestrian value diversity and enabling inclusion; therefore we welcome applications from suitably skilled candidates from all backgrounds.

If you consider yourself to have a disability or have any additional needs, please let us know so that we can make any arrangements that may be necessary for you to attend interview.

Please note, the recruitment of this role will adhere to our Safer Recruitment Policy which includes checking of gaps of employment, completion of a criminal record declaration form, if successful then two references will be needed and contacted and under-go a Enhanced DBS check.)

We will endeavour to respond to all applications as soon as we are able.

Deadline for applications:	Monday 29 th March, 12pm
Interviews held:	Tuesday 6 th April
Handover dates: (only required few days/ hours- times will be scheduled around your availability)	W/b Monday 12 th April- Friday 23 rd April
Start/ finish date:	Tuesday 4 th May- Friday 29 th October

