



Welcome!

Thanks for downloading the application pack for our newly created role of Project Development Manager.

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 and develop new projects, new partnerships and funding applications to support these initiatives. We want somebody with previous project management skills, experience of line management, good understanding of evaluation and an understanding of working with disadvantaged children and young people.

We are looking for someone with management experience to work closely with the Director and oversee the Project team.

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 Development Manager
Responsible to:	Director
Contract type:	Permanent
Rate of pay:	£25,000-£28,000 depending on experience
Location:	Leicester
Hours:	30-37.5 hours per week (flexible option)
Working Days:	4/5 weekdays (flexible option) between the hours of 8am and 6.30pm – Job Share considered

Job Purpose

The Project Development Manager is primarily responsible for managing the successful delivery of grant funded, contracted and commissioned projects in line with quality standards and all-round company ethos. The role will also manage the project staff team.

The Project Development 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
- Line manage the project staff team
- 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 and deliver
- 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
- Maintain effective financial and project progress forecasting, planning and reporting processes.
- 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
- Support 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 3-5 years

Understanding of grant-making processes and funders (in particular Youth Music and Children in Need)

Direct line management experience of staff

Experience of fundraising through grants and developing different income streams

Understanding and experience of monitoring and 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

Trained as an Arts Award Advisor

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 Badger-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 Badger-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 an Enhanced DBS check.)

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

Deadline for applications: Monday 27th September, 12pm

Interviews held: W/b Monday 4th October

