



Head of Project Delivery
APPLICANT INFORMATION PACK

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Dear Applicant

RE: Head of Project Delivery

Thank you for your interest in the above position.

Please find below background information, job description and person specification.

Application is by letter and CV, including two references and a full work history. Please study the person specification and job description carefully. If you do not demonstrate in your application how you fulfil the essential criteria for the position or how your experience is relevant to the job description, you are unlikely to be selected for interview. Please complete an Equal Opportunities Monitoring Form with your submission. This will be anonymised, filed separately and data will only be used for us to monitor our performance. Babylon ARTS (ADEC) is an equal opportunities employer. If you need this or any other information in an alternate format, please contact us by telephone: 01353 611591 or Email: office@babylonarts.org.uk

For further information, or an informal discussion about the post, please contact: Brian Watson, Interim Chair, Babylon ARTS, email: brian@imagebus.co.uk / mobile: 07939 567 838

Please return your completed application form and equal opportunities form to office@babylonarts.org.uk by 12 noon on **Friday 16th March 2018**
After this time, applications will not be accepted.

Interviews will take place week beginning 26th March 2018 in Ely. If you have not heard from us by 23rd March, you may assume that you have not been shortlisted for interview.

The successful applicant will be expected to take up the post as soon as possible with a start date to be negotiated.

We look forward to receiving your application.

Yours sincerely

Brian Watson
Interim Chair,
Babylon ARTS

CONTEXT:

Babylon ARTS, (operated by Arts Development East Cambridgeshire) is a charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and beyond. We were established over 21 years ago and operate from our micro arts venue Babylon Gallery situated on the riverside in Ely where we hold art exhibitions, workshops, and live events. These include exhibitions from local and regional artists as well as commercial selling shows of major international names such as Matisse, Hockney, Chagall, and Picasso. We run professional arts projects in communities across East Cambridgeshire including an annual partnership with the Isle of Ely Festival and work with local authorities, organisations and libraries to develop and help deliver creative projects. We also run Ely Cinema at the Maltings in Ely.

Head of Project Delivery

Salary in the region of £28,000 per annum (37.5 hours per week), depending on experience

Closing date for applications: 12 noon, Friday 16th March 2018

Interviews: week beginning 26th March 2018

We are seeking to appoint a full-time Head of Project Delivery to develop and manage the creative portfolio delivered by Babylon ARTS.

The successful candidate will work alongside the Babylon ARTS Operations & Development Director and the Babylon Gallery & Cinema Director in the creation, planning, development, delivery and facilitation of our diverse and imaginative programme.

We have a proud legacy of projects that have established a number of well supported and much enjoyed groups central to the local community arts scene including the Isle of Ely Festival and Ely Folk Festival. We were also involved in the founding of Ely's annual Eel Day and have overseen the construction and parading of the annual carnival Eel. Music has played a significant part in previous project work from local band competitions to our relationship with Fenland Jam who promote music making across all ages, abilities, and styles. More recently we have delivered several successful Heritage projects and are involved in an ongoing programme of live work across Cambridgeshire Libraries.

We are also the lead organisation of a consortium running [Market Place](#), a [Creative People and Places programme](#), (CPP) initiated and funded by Arts Council England, running until September 2018 with phase 2 funded from October 2018 for a further 3 years.

The ideal candidate should be able to demonstrate experience in leadership and management of multiple and diverse projects, a commitment to supporting people and communities who are not currently engaged in the arts, rigorous and responsive project management and experience of inspiring, motivating, and upskilling others.

For an overview of Babylon ARTS (ADEC) please go to:

www.babylonarts.org.uk

Applications will only be accepted as email attachments, and must be returned to: office@babylonarts.org.uk by 12 noon on **Friday 16th March 2018**



ROLE DESCRIPTION

JOB TITLE: Head of Project Delivery

LOCATION: Babylon Gallery, Waterside, Ely, CB7 4AU

1. MAIN PURPOSE OF THE ROLE

- To provide project and event management expertise for all the organisation's external community project activities and lead and support projects with partner organisations when appropriate
 - To support the strategic development of the charity and to achieve the aims & objectives, funding and financial targets of Babylon ARTS
 - To represent Babylon ARTS within a wide range of contexts to ensure effective strategic and delivery partnerships and funding are identified, developed, and managed to further the aims of the charity
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2. REPORTING TO

- Operations & Development Director
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3. SALARY: In the region of £28,000 depending on experience

4. KEY DUTIES AND RESPONSIBILITIES

- Provide strategic and project management of all Babylon ARTS (ADEC) funded arts projects and events, working to deliver the business plan.
- Provide direct line management for contracted staff managing funded projects and oversee management of externally contracted delivery of specific Market Place project strands.
- Work with the Operations & Development Director and Trustee fundraising sub-committee to identify and secure future fundraising opportunities for future project support.
- Identify and submit appropriate funding applications to maintain adequate funding for projects and to deliver the Aims & Objectives of the charity.
- Directly manage Babylon ARTS's involvement in a range of local community events e.g. Ely Eel Day and Ely Summer of Music.

- Undertake some direct delivery of projects utilising own skills where relevant. Provide event management and support when required.
- Work with CPP Market Place team to support the development and sustainability of audiences, artists and organisations in Fenland and Forest Heath.
- Monitor all projects to ensure KPIs and outcomes are achieved and set KPIs for new projects.
- Explore and initiate partnership working with a range of organisations including (but not exclusively) libraries, museums, schools, and youth clubs and sit on appropriate consortia for local arts networks.
- Arrange and supervise work experience placements and volunteers.
- Work with the Operations & Development Director in conjunction with the Treasurer to develop budgets, monitor financial expenditure and manage the implementation of project budgets.
- Work with the Gallery & Cinema Director to support activities and events where appropriate.
- To undertake any other reasonable duties as requested.

NOTE:

This role will necessitate working unsocial hours during evenings and weekends.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Training:		Degree level, or equivalent Project Management Training
Knowledge of:	A broad understanding of arts practice and commissioning: visual, performing, festivals/outdoors arts Current practice in audience development Health & safety legislation Equal Opportunities and how this can be implemented Arts and heritage funding and their application and reporting processes.	Regional arts networks An understand of the arts environment in East Cambridgeshire and beyond Audience engagement and segmentation Line management and staff development processes
Relevant Experience of:	Multiple project management and strategic delivery Managing operational staff Commissioning and managing arts events	Experience of arts and cultural activity in a rural context or within market towns Mentoring and developing staff teams

	<p>Managing contracts with artists, freelance workers, contractors, companies etc.</p> <p>Managing detailed budgets and financial reporting, including use of online financial programs</p> <p>Writing and overseeing Event Management plans and undertaking Risk Assessments</p> <p>Presenting to funding committees</p>	Public speaking / writing for a range of audiences
Skills and abilities	<p>Application of strong and clear judgement and decision-making</p> <p>Track-record of working in partnership with other agencies</p> <p>Ability to multi-task developing and writing funding bids whilst delivering projects on time and on budget</p> <p>To work on cross art form projects</p> <p>To work on own initiative, prioritise and organise workload, including balancing pressure and expectations</p> <p>Communication and negotiation and presentation skills that are effective with a range of stakeholders</p> <p>Strong IT skills, including Microsoft Office, Project or equivalent</p>	
Personality	<p>Confident, professional, enthusiastic, and resilient with a good sense of humour</p> <p>Able to work effectively in a team, whilst also being able to work independently</p> <p>Demonstrates energy and enthusiasm and the ability to motivate people and lead by example</p> <p>Supportive of others and able to share knowledge and skills effectively</p>	

General	Willingness to work flexible hours including weekends and evenings	<p>Enthusiasm for professional development in order to achieve additional skills as this role develops</p> <p>A current valid driving licence and the use of a vehicle with insurance for business purposes is essential</p>
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The post will be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. Babylon ARTS (ADEC) will cover the cost of obtaining the disclosure and reserves the right to request additional DBS checks at any time in the future.