



Job Description: Project Manager

Jeanefer Jean-Charles is looking for a keen individual to work in the role of Project Manager to give administrative support on all operations/projects of Jeanefer Jean-Charles & Associates – both in-house productions and initiatives, and external client contracts.

The ideal candidate will have excellent organisational and coordination skills, an understanding of the arts project management, with a desire to support the development of high profile events and festivals. Knowledge of policies, practices and procedures such as Safeguarding will also be required.

Post Title	Project Manager
Start Date	ASAP / Ideally in the week beginning 29th November 2021
Probation period	2 months with a desire to extend to a longer term basis
Salary	£130 - £160 per day depending on experience
Line Management	Reporting to Jeanefer Jean-Charles
Manages	Ongoing projects and general up keep of administrative tasks
Duration of role and hours	1 day a week (8hrs) from the week beginning 29th November
Locations	Flexible - work to be done from the Project Manager's own workspace and at times at Jeanefer's home. We are keen to hear from applicants who will be able to do 2 x 0.5 days a week.
DBS required	Yes
Closing Date	23rd November 2021 at 5PM
Interview Date	25th November 2021 via Zoom

To apply for this job, please email:

- A short statement explaining why you should be appointed for this role.
- Your CV.
- Make sure the subject of the email reads 'APPLICATION FOR PROJECT MANAGER' and send it to jeanefer@jeanefer.com
- Provide 2 references (their names, email addresses, and telephone numbers).

Duties & Responsibilities:

Administration	Projects
<ul style="list-style-type: none">● Dealing with emails● Maintaining a coherent filing system● Processing draft invoices● Admin support in recruiting freelance artists to support projects and workshops● Creating schedules/timetables for creative associates● Creating letters of agreements● Ability to keep on top of deadlines, and ensure opportunities are not missed	<ul style="list-style-type: none">● Assist Jeanefer to produce project proposals and information packages● Prepare notes, draft PowerPoint presentations and handouts for meetings and events● Attend meetings, take minutes and audio (always asking permission) in meetings between Jeanefer and her clients● Collate marketing material and press documents into folders● Assisting in the development of timelines for projects
Networking and Business Development	Marketing
<ul style="list-style-type: none">● Maintain a good knowledge of the dance industry and assist Jeanefer in being up to date with funding, 'need to know' and opportunities● Maintaining good relationships with any client introduced by Jeanefer● Occasionally attend networking meetings with Jeanefer and take minutes or notes.● Prepare research and briefing notes for Jeanefer ahead of meetings	<ul style="list-style-type: none">● Assist with posts on Social Media accounts. Mainly re-tweeting and seeing what's on for Jeanefer to respond to and drafting posts.● Create and distribute newsletters using Mailchimp.● Ensure consistency across all online documentation and digital materials.● Collate press articles, managing filing systems for images, films and other resources.

Hours, Pay and Workplace

- A day is considered 8 hours long. The Project Manager is expected to manage breaks outside the 8 hours and can manage this in a way that is best for their health & wellbeing.
- Payment will be on receipt of an invoice.
- Both parties will agree to give a minimum of 2 weeks' notice to terminate this freelance agreement or reduce or add hours.
- This is a freelance contract meaning you get paid for the hours worked and there is no sick leave allowance.
- The Project Manager may be required to travel and work in different locations (including outside of London) to support project delivery. Prior notice will always be given and it is on the understanding that this will be based on availability and agreement. Any work outside London, travel, accommodation and per diems or meals, will be provided.

Personnel Specification

<u>Essential Skills/Knowledge & Experience</u>	<u>Desirable Skills/Knowledge & Experience</u>
<ul style="list-style-type: none">● Has been in a managerial role for 2+ years.● Has worked in or has knowledge of the arts/project management sector.● Ability to manage projects, to time and within budget.● A high standard of organisation and efficiency.● A self-starting and proactive approach to work.● Knowledge of IT, particularly Google Drive platforms, Excel, Word and Mailchimp● Numeracy and basic budgeting skills.● Ability to handle administrative matters and record keeping.● Ability to ensure projects are monitored and evaluated and reports to partners, stakeholders and funders are completed and on time.● Ability to work cooperatively and productively with other members of staff in a small organisation.● An understanding of and commitment to promote safeguarding in all aspects of the post.● Ensure health & safety in the learning environment, undertaking appropriate risk assessments.	<ul style="list-style-type: none">● Proven interest in the arts, knowledge of the UK cultural sector.● Excellent communication skills – both in written form and in giving presentations.● Experience of working with diverse residents including vulnerable adults and children in a community setting.● Experience of using social media.● Knowledge of Miro.● A relevant degree or a professional qualification.

Additional Info:

- The duties may vary from time to time without changing the nature of the post or the level of responsibility.
- The post holder may also be required to carry out any other duties appropriate to the grading of the post.
- Ability to suggest and make improvements to the service.
- To undertake any training programmes which are relevant to the role.