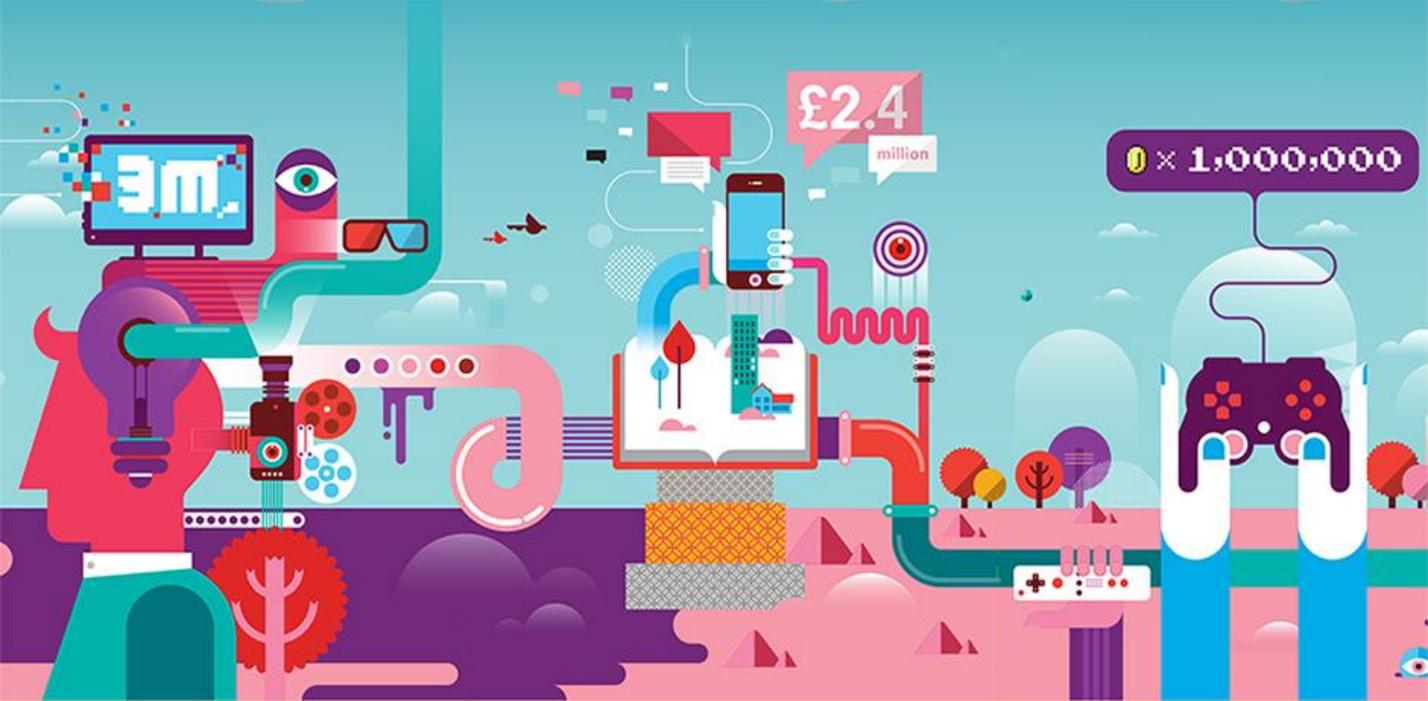


# Creative England Recruitment Pack



# Project Manager

## Regional Partnerships

This pack will provide you with the information required to assist you with your application.

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# 1. Job Advert

This is an exciting time to join Creative England - we have a strong established presence in the creative sector and we are now looking for a Project Manager to join our Regional Partnerships department.

Reporting to the Senior Programme Manager this role will be responsible for providing an effective project management and monitoring function to the delivery of complex and innovative projects (e.g. RGF/ ERDF). The ideal candidate will have extensive project management experience and be able to write accurate monitoring reports, with the ability to keep the team up-to-date. You will have the opportunity to liaise with creative businesses at all levels with the confidence to provide professional constructive feedback.

If you can demonstrate excellency in project management, with the communication skills to liaise with the wider creative sector, and the ability to provide an exceptional support service to our busy department then Creative England would like to hear from you!

**CONTRACT:** Initial 1 year fixed term subject to extension pending funding

**STARTING SALARY:** £26,000 per annum

**LOCATION:** Greater Manchester (MediaCityUK)

**DEPARTMENT:** Regional Partnerships

**REPORTS TO:** Senior Programme Manager

**DEADLINE:** Monday 8<sup>th</sup> June 2015

**INTERVIEWS:** Monday 15<sup>th</sup> June 2015

*Creative England promotes cultural diversity and equal opportunities for all*

## 2. The Package

The salary for this role is £26,000 pa. The package includes 25 days annual leave and a 5% contributory pension scheme at the point of contract renewal (upon completion of 1 years service or earlier if auto-enrollment applies).

## 3. How to Apply

Please apply by CV and cover letter, ensuring that you meet the criteria set out in the person specification. You should also include your contact details and details for two employment references (preferably emails). These referees may be contacted prior to interview unless you specify otherwise.

You should email your application to [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) or post (registered only) FAO Caroline Hinds, HR & Operations Manager, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **Monday 8<sup>th</sup> June 2015 (midday)**.

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.

Interviews will be held **Monday 15<sup>th</sup> June 2015**, at our Manchester office: Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ

## 4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Leeds, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

### What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

### Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

[www.creativeengland.co.uk](http://www.creativeengland.co.uk)



# 5. Job Description

## MAIN AREAS OF RESPONSIBILITY

Manage operational and administrative aspects of Regional Partnerships programmes and projects; responsible for making sure projects are delivered on time, to budget and achieve agreed aims.

Prepare reports on the achievements of the access-to-finance programmes including evaluating updates from companies and drafting reports.

Consult with the Senior Programme Manager to ensure the programme output targets can be met by the individual projects; working with partners to ensure shared delivery contracts are adhered to.

Work with the Regional Partnerships team to agree schedules; setting up assessment meetings if/ when necessary

Shortlisting initial funding applications; ensuring adherence to funding guidelines and key eligibility criteria

Be a primary user of the company's award management database (CRM); using this tool to provide follow up contact and feedback with individuals/ companies who have applied for funding

Record keeping of all Expressions of Interest (EOI) and applications submitted to the department

Preparing the necessary documents for funding assessment phases; scoring sheets, distribution of applications for assessment, collating relevant documents and scores from the assessment panel (attaching to CRM)

Coordinate and, where necessary, administer selection meetings to decide which applications go to the appropriate assessment panel

# Job Description Continued...

Ensure accurate records of selection and panel meetings (attaching to CRM); visiting applicants and writing reports where necessary

Provide updates to the Business and Legal Affairs team ensuring the relevant applications are forwarded to form the basis of an offer letter

Create a payment table for the relevant project and schedule payments in a shared calendar liaising closely with the finance team and Senior Programme Manager (authorise payments to companies on CRM)

Work with Creative England's communications department to ensure publicity opportunities are taken

Provide regular updates to the Senior Programme Manager, Business and Legal Affairs Manager and department Heads as/ when required

Undertake any ad-hoc projects as required by the management team.

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

*This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the core areas of responsibility at the time of writing.*

# What are we looking for?.....

## Person Specification

### Essential

- ✓ Extensive knowledge and experience of multiple project planning; using formal project planning tools and recognised project management methodology e.g. PRINCE
- ✓ Experience of report writing and programme evaluation
- ✓ Good verbal and written communication skills
- ✓ Experience of building partnerships and managing external relationships
- ✓ Experience of working with public-sector funding streams (preferably European funds)
- ✓ Knowledge and experience of contracts management
- ✓ Knowledge of providing finance to businesses
- ✓ Ability to work well without supervision, using own initiative to solve small issues arising

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and equal opportunities for all*

