



Project Manager: West, Job Description

Salary - £30,000 pro rata, 15 hours a week

The Aloud Charity is looking for a Project Manager to work across West Wales to support us to deliver our group singing activities for young people in the region.

Combining excellent communication skills with an understanding of working with young people, our Project Managers are responsible for the smooth running of The Aloud Charity's work in communities across Wales. Working to maintain and develop regular, high-quality group singing experiences in West Wales, the Project Manager: West will advance and sustain our well-respected work with young people in the region.

The focus of the Project Manager's work will be to facilitate the charity's work in local communities and, in doing so, support the development of regional and national activity and opportunity. Key to this role is engagement with participants and potential participants, ensuring the activity is relevant and appropriate to the young people it serves.

The Project Manager sits in the Artistic Team, is line-managed by the Creative Director and is responsible for the recruitment and monitoring of freelance and volunteer leaders to support activity delivery.

The successful candidate will:

- Have an understanding of, and passion for, how song can create life-changing opportunities for young people
- Understand the West Wales region and its potential opportunities
- Have experience of project management and of working with young people in communities
- Have a successful track record of developing relationships and partnerships
- Be able to work independently as well as make positive contributions to the team as a whole
- Be able to see the bigger picture of the charity's work across Wales, while ensuring that plans and policies developed are relevant to and reflective of the West Wales region
- Be subject to an enhanced DBS check

Tasks and responsibilities:

1. Activity Management

- Support the development and delivery of the Artistic Vision and Strategy
- Develop a project plan for the area of work with clear milestones and targets
- Be the key point of contact in the region for all artistic activity
- Deliver activity in line with any project specific funding in place
- Work with local communities and trusted organisations within each community to establish mechanisms for engagement with the charity's activity
- Co-create activity in each community we serve, ensuring that the work we deliver is wanted, relevant and of high quality

The Aloud Charity, Unit 1, Regent's Court, Nettlefold Road, Cardiff CF24 5JQ 029 2048 1715

Registered Charity Number 1147922

Registered as a Company in England and Wales Number 8116295

- Ensure all activity is inclusive, relevant and reflective of the geographical area it serves
- Engage local partners in dialogue about the potential of partnership funding
- Ensure that regular evaluation of activity takes place that demonstrates impact for existing and potential participants or funders
- Be responsible for making sure that all activity has a suitable space, musical team and support team as appropriate, working with the Project Support Officer to deliver this
- Liaise with the Creative Director on relevant repertoire
- Support the production of digital resources as appropriate
- Be the contact point for all participants in the region
- Be the contact point for all regional contracted staff and volunteers
- Lead recruitment campaigns for contracted staff and volunteers as required
- Monitor and manage the performance of contracted staff and volunteers
- Be the contact point for all training enquiries from activity leaders and support staff
- Work with the Project Support Officer to ensure that databases are managed appropriately
- Attend performances

2. Event Management

- Develop opportunities for local and regional performances
- Develop and manage local and regional concerts
- Manage regional rehearsals
- Work with the Project Support Officer to ensure all practical considerations of performances are in place such as transport, dressing rooms, programmes, technical support, front of house support, refreshments, chaperones etc.
- Support residential opportunities as required

3. Communication

- Support the delivery of the charity's Communication strategy
- Develop and deliver promotional resources to support engagement in artistic activity, including signposting to other Aloud activities
- Seek out relevant local contacts to build the profile of the charity across the region to ensure high levels of engagement from potential participants and funders
- Develop content for communication channels including, but not limited to, photos from rehearsals, case studies of participants, news stories for website, recruitment opportunities, concert press releases etc. to support fundraising ambitions and awareness raising
- Liaise with the Development Manager to provide information for funders on project progress (including requirements to release funding) and to ensure any necessary information is gathered for evaluation and impact purposes
- Liaise with the Development Team to ensure all content about artistic activity on the website and in social media is updated regularly with relevant information
- Work with the Project Support Officer to provide clear, relevant, and timely information to all contracted staff and volunteers
- Work with the Project Support Officer to provide clear, relevant, and timely communication for participants and their parent/guardian/carer as appropriate
- Seek opportunities for The Aloud Charity to connect with local and regional networks

4. Practical considerations

Be responsible for:

- Making sure that the charity's Policy for Safeguarding and Protection of Children, Young People and Vulnerable Adults is adhered to

The Aloud Charity, Unit 1, Regent's Court, Nettlefold Road, Cardiff CF24 5JQ 029 2048 1715

Registered Charity Number 1147922

Registered as a Company in England and Wales Number 8116295

- Managing participant data in accordance with UK GDPR rules
- Ensuring licenses are in place and the conditions of these are met
- Completing risk assessments of all activities
- Making sure that any accidents, incidents or issues are reported in a timely way in line with the charity's policies
- Making sure that all relevant staff and volunteers are up to date with DBS checks
- Setting up training courses such as Safeguarding, First Aid etc for staff and volunteers as required
- Managing artistic budgets, making sure all activity is within budget and maximises income opportunities where possible
- Making sure that contracted staff are paid in a timely manner, negotiating fees as appropriate ahead of activity taking place
- Working with the Project Support Officer, lead on securing any fees / payments for projects as appropriate

Everyone at The Aloud Charity is expected to:

- Work together to achieve the 5-year Strategic Plan
- Actively support and promote The Aloud Charity's commitment to diversity, inclusion and access in every area of our work
- Adhere to all policies and procedures of The Aloud Charity in every area of work
- Be committed to continuous professional development, maintaining any professional memberships as appropriate
- Proactively share knowledge and skills to develop the understanding or skills of colleagues, Trustees and volunteers
- Maintain an awareness of how their work impacts upon fundraising and individual giving
- Maintain an awareness of the budgets in place for activities and ensure that income streams are capitalised on
- Understand how their work feeds into the Communications and Fundraising Strategies
- Develop content for press and media
- Support evaluation and impact reporting
- Mitigate the environmental impact of their work
- Attend team meetings, other company meetings, training events and initiatives as required
- Undertake any other duties which from time to time may be required by the charity (The Aloud Charity is run by a small team carrying out a wide range of operations and occasionally it may be necessary for the post-holder to cover for other team members or to help with the other operations of the charity)

The Aloud Charity, Unit 1, Regent's Court, Nettlefold Road, Cardiff CF24 5JQ 029 2048 1715

Registered Charity Number 1147922

Registered as a Company in England and Wales Number 8116295

Experience and skill requirements

	Essential	Desirable
Experience of project management	✓	
Experience of working with young people	✓	
Experience of developing new partnerships	✓	
Experience of monitoring budgets to ensure appropriate spend in line agreed activity	✓	
Strong communication skills with attention to detail	✓	
Ability to work on own initiative to meet objectives and deadlines across a range of tasks, maintaining high organisational skills	✓	
IT literate, with experience of using Microsoft Office (or equivalent)	✓	
Experience of working in the charity and / or arts sector		✓
Experience of managing contracted activity staff and volunteers		✓
Experience of delivering project evaluation and impact studies		✓
Experience of marketing events / activities		✓
Experience of developing risk assessments		✓
Knowledge of safeguarding principles		✓
Knowledge of GDPR and Data Protection regulation		✓

Personal Specification

	Essential	Desirable
Understanding of and commitment to the work of The Aloud Charity	✓	
A commitment to the principles of equalities and diversity	✓	
A commitment to and understanding of the West Wales region	✓	
Highly organised with the ability to organise, plan and manage a wide range of projects, prioritise own workload and meet deadlines	✓	
Ability to work alone and as part of a team	✓	
Ability to think creatively and proactively	✓	
Ability to work evenings and weekends as required to support project-related activity	✓	
Ability to communicate in Welsh – written and verbal		✓

Salary: £30,000 pro rata, 15 hours per week

Location: This post requires frequent travel across West Wales and as such, we expect the post-holder to be home based with monthly travel to Cardiff for team days and meetings.

The Aloud Charity's office is based at Unit 1, Regents' Court, Nettlefold Road, Cardiff CF24 5JQ.

We have an agile working policy that supports staff to work flexibly and choose a place to work from that supports the task in hand.

Hours of work: Part time, 15 hours per week. Hours are worked flexibly to support the well-being of staff as well as meeting the business needs of the organisation. It is expected that this role is fulfilled over 2-3 working days each week with some evening and weekend work required to fulfil the duties of the post.

Holidays: 25 days annual leave pro rata, plus bank holidays.

Pension: Contributory pension scheme available. We currently provide a pension contribution of up to 3% of gross pay after completion of the probationary period.

Notice period: 1 month.

The Aloud Charity is committed to providing an inclusive, respectful and welcoming environment for all members of staff and those it works with. We value all staff and potential staff as unique individuals, and we welcome the variety of experiences they bring. We do not allow discrimination. We believe everyone should be treated equally regardless of gender identification, race, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, religion, sexual orientation, gender reassignment, pregnancy and maternity or other irrelevant difference, and are committed to working with diversity in a positive way.

Aloud positively welcomes and encourages applications from groups of people who are under-represented including Black, Asian and Ethnically Diverse people, D/deaf, Disabled and Neurodivergent people, Welsh speakers and those with protected characteristics. The principles of fair and open competition will apply, and appointments will be made on merit.

To apply: Please send your CV and no more than a two-page cover letter outlining how you meet the requirements of the role to recruitment@thealoudcharity.com. Deadline for receipt of applications is **3pm on Thursday 5 January 2023**. Please also complete and send the Equal Opportunities Monitoring Form, which will be removed from your application on receipt and will not inform our decision making.

Interviews will take place on **Tuesday 17 January 2023** at a West Wales location TBC. You will be notified of the whether you have been shortlisted by Thursday 12 January 2023.

Thank you for your interest in The Aloud Charity

The Aloud Charity, Unit 1, Regent's Court, Nettlefold Road, Cardiff CF24 5JQ 029 2048 1715

Registered Charity Number 1147922

Registered as a Company in England and Wales Number 8116295

Your application and any associated personal information will be stored and processed in accordance with our Data Management Policy and destroyed after 6 months. If you are appointed and employed by us, the information you submit will be held securely and will form part of your employment record.

The Aloud Charity, Unit 1, Regent's Court, Nettlefold Road, Cardiff CF24 5JQ 029 2048 1715

Registered Charity Number 1147922

Registered as a Company in England and Wales Number 8116295