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**ARTS COUNCIL  
ENGLAND**

## **POV (Point of View) Project Manager**

**Hours:** 18.75 hours per week  
**Term of Contract:** Fixed term to March 2024  
**Salary:** £29,995 FTE  
**Accountable to:** BCVS Chief Executive Officer

### **Background**

Through UK Government investment (Department for Digital, Culture, Media and Sports, delivered by Arts Council England), Bassetlaw Community and Voluntary Service, in collaboration with Junction Arts, Bassetlaw Action Centre, Centre Place, Rhubarb Farm, Inspire Culture, Voluntary Action Doncaster, Mansfield Community and Voluntary Service and South Yorkshire Community Foundation have received funds, which over the next 2 years will support community volunteering opportunities and level up access to the benefits of volunteering.

Via this powerful partnership of nine voluntary and community sector organisations, the Point of View (POV) project aims to build new, strong and lasting relationships between Arts organisations and the wider voluntary community and social enterprise sector to affect change. The project aims to increase cultural engagement of all individuals and organisations participating in the POV project to increase confidence in access to the arts and in employment of multiple disciplines within non-arts organisations to strengthen and share the voice of young people. By working together to achieve this, the nine organisations aim to be able to amplify the voices of young people and develop over 100 volunteer opportunities.

Bassetlaw Community and Voluntary Service is recruiting a POV Project Manager to lead the POV project on behalf of the partnership. The post will be based at the BCVS Worksop office, however the individual will be expected to work with all partners and within their localities.

As such, the role requires someone with strong project management skills. You will also have excellent inter-personal skills to be able to build and maintain relationships with partners both within the collaborative and other stakeholders eg. arts, VCSE and statutory organisations. The role requires someone who is well organised and capable of operating independently and as part of wider teams.

**We welcome applicants from all backgrounds and communities, and in particular those that are currently under represented in our workforce.**



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## **Job Description**

1. Lead the POV project on behalf of the partnership, establishing project management monitoring to ensure all project targets, budget and timescales/milestones are met throughout the lifetime of the project.
2. Understand the key performance indicators of the POV project contract and ensure these are met in line with requirements of the Arts Council England.
3. Organise/lead the POV Project Steering Group and Young People's Advisory Group meetings on a regular basis.
4. Produce reports to ensure that all stakeholders are informed about the progress of programmes and projects.
5. Work with BCVS Head of Marketing & Communications and other partners to ensure effective marketing and publicity for the project
6. Liaise with the Arts Council England as and when required.
7. Work closely with the wider BCVS team to facilitate access into relevant help available from other BCVS staff members including group support, funding, volunteering and non-clinical VCSE health and wellbeing support where applicable.
8. Organise POV events and networking opportunities, share information and collaborate through mutual support.
9. Contribute to BCVS/project external communications. Work with the Head of Marketing to develop appropriate e-bulletin, website and social media content as appropriate to the project
10. Actively gather local insight to support the growth of the BCVS contact data base and service directory.
11. Attend relevant BCVS internal and external events and meetings.
12. Monitor and record activity and produce activity and outcome reports as required.
13. Coordinate ACE and External project evaluation and liaise with evaluators as required.
14. Develop and coordinate dissemination and mainstreaming plan to amplify the voice and messages from young people in order to influence and shape future volunteering opportunities.



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15. Maintain the confidentiality of sensitive personal and organisational information, in line with the organisations confidentiality policy and GDPR regulations.
16. Work with your BCVS line manager to undertake continuous personal and professional development using SMART objective setting frameworks.

**Person Specification - Skills, Competencies and Experience required include:**

- Experience of project/programme management, with a strong track record in meeting goals and objectives
- Experience of leading large partnership projects
- Knowledge & experience of the voluntary / community sector
- ICT and PC skills in relation to MS Office programs as well as social media and website posts and updates.
- Excellent communication skills (verbal and written)
- Excellent networking and interpersonal skills
- Ability to work on own initiative
- Ability to work in a small flexible team and develop positive working relationships
- Strong organisational skills
- Ability to work to tight deadlines
- An active commitment to Sustainability, Inclusion, Diversity and Equality
- Ability to drive/car owner, or willing and able to travel across the locality on a regular basis

Flexibility is required within the remit of this post and additional duties may be required from time to time.

This post is available as part of a full time role if combined with another BCVS vacancy currently being advertised.

Please get in touch to discuss if you are interested in more than one half time role. You are welcome to submit one application form to cover more than one role, however please ensure that you address the all items on all person specifications you are applying for within the application.