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# JOB DESCRIPTION

## Job title: Project Manager – National Criminal Justice Arts Alliance

* 4 days per week
* £30,689 pro rata equates to; FTE £37,849
* 6% Pension contribution
* Permanent
* London based

**Job Purpose:** We are looking for an experienced project manager to deliver and measure the impact of a number of National Criminal Justice Arts Alliance (NCJAA) projects. The post holder will be responsible for supporting the development of an ambitious new research programme (Inspiring Futures) that aims to enable more people within the Criminal Justice System to participate in arts interventions that help them on their journeys away from crime. The role will involve developing project plans for this and other activity, managing multiple stakeholders; managing a range of deliverables including reporting to funders and managing budgets.

**Reports to:** NCJAA Director

**1 Duties and key responsibilities**

 **Specific Responsibilities – Project Management and evaluation**

* On behalf of the NCJAA Director, manage the overall delivery of the NCJAA flagship Inspiring Futures project. This will include managing the programme budget, ensuring project activities are delivered on time, to performance targets and on budget. This will include liaison with other project partners, carrying out funded activity to ensure timely delivery across all aspects of the project.
* Manage and support a range of ongoing additional projects as required by the NCJAA Director in line with our role as an Arts Council England Sector Support Organisation, ensuring we effectively capture and measure our impact as the national arts and criminal justice network.
* Provide regular & relevant reporting information to ensure all projects and activity are working to agreed timetable, budget and is achieving agreed outputs and outcomes, reporting any exceptions promptly to the NCJAA Director.
* Provide any additional information that the NCJAA Director needs to manage all reporting back to the necessary advisory groups, Clinks Board of Trustees and any funders.
* Oversee delivery of the dissemination of all information about the activity and projects, overseeing publications, website material and literature as appropriate.
* Working closely with partners and key stakeholders to ensure activity supports the ambition of the NCJAA to raise the profile of arts within the criminal justice system.
* To have financial oversight of relevant projects to support the NCJAA work to progress effectively.

**Managing Projects, Stakeholders & Staff**

* Develop a formal programme of activity and management processes with multiple stakeholders.
* Responsible for coordinating & agreeing the work of internal and external stakeholders to implement appropriate project.
* Leading and organising stakeholder meetings and progress reviews as appropriate.
* Responsible for the management of performance, including appraisal and regular supervision, of the NCJAA communications and engagement officer, following Clinks management culture and HR policies.
* Where relevant commission and effectively project manage consultants and freelancers to ensure the project plans are delivered
* Identify and promote research and evidence in the field of arts and criminal justice with the NCJAA team.

**2 General Responsibilities**

* Represent and be an ambassador for NCJAA & Clinks
* Work to support the mission, ethos and values of Clinks
* Be flexible and carry out other associated duties as they may arise, develop or be assigned in line with the broad remit of the position
* Support and promote diversity and equality of opportunity in the workplace
* Work collaboratively with others in all aspects of our work

The list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required and is subject to regular review and appropriate modification.

\*The National Criminal Justice Arts Alliance is a specific project managed by Clinks. It has its own identity, brand and messages and distinct funding for specific work.

**Person Specification**

**EXPERIENCE**

* Experience in setting up and monitoring complex projects and measuring impact with national strategic significance
* Experienced in multiple funder and stakeholder management
* Experience of setting up reporting & evaluation systems for quality, deadlines & best practice
* Proven track record of developing & delivering successful projects, including the development of project plans and budgets; implementation; evaluation; reporting and monitoring
* Experience of the arts and *or* criminal justice voluntary sectors
* Monitoring and evaluating information, using this to influence and inform future planning
* Working to deadlines singularly and as a part of a team responsibility

**SKILLS AND ABILITIES**

* Highly organised with an ability to maintain effective record keeping systems
* Adopt a problem solving, solution-focused approach and make decisions effectively and timely
* Project management & problem solving skills
* Excellent interpersonal skills- able to manage multiple stakeholders with different perspectives and agenda and excellent team work skills
* Good presentation skills
* Attention to detail – able to set up and monitor a complex programme plan across several projects
* Able to chair and contribute to meetings with high level participants
* Able to report financial and project information to multiple stakeholders
* Able to manage & motivate staff

**KNOWLEDGE**

* Working for a network or membership organisations
* Project management
* Research methodologies
* An overall knowledge of the voluntary sector (specifically arts and or criminal justice) and some of the challenges it faces, including funding; voice; advocacy; campaigning; delivery.

**EDUCATION/TRAINING**

No one specific qualification is required, but evidence of recent continuing professional development in a professional area with demonstrable relevance to the services managed

**PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS**

* Able to travel extensively nationally
* Able to work some evenings and weekends and stay overnight where necessary
* Works well in a team with a flexible approach to work
* Personal resilience and the ability to stay focused in a rapidly changing environment
* Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work
* Commitment to the values and ethos of supporting people in the Criminal Justice system
* Commitment to upholding the rights of people facing disadvantage and discrimination in the CJS