

## Freelance Project Manager (Peterborough):

Job Title: Freelance Project Manager (Peterborough)

Reports to: Programme Manager

Hours: Flexible working

Location: remote working (meetings online and at office at Cambridge Junction as required)

Fee: £3,500

Deadline: Friday 23 April 2021

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We are a micro-charity using the arts to support positive mental health. We believe that access to and participation in all forms of the creative arts are good for people's mental health and wellbeing. For over 10 years, we have been providing arts-based workshops to support people with mental health conditions across Cambridgeshire and Peterborough. Our work comes under the initiatives of Arts on Prescription and arts-based Social Prescribing.

### Vision Mission and Values

Our **vision** is to live in a creative society where people have the confidence and self esteem to lead fulfilling lives.

Our **mission** is to use the arts to support the positive mental health of individuals and communities.

We hold the following **values**:

- **Creative:** that arts and creativity is interwoven in all that we do;
- **Collaborative:** all our programmes and our ethos are centred around partnership working to ensure the best opportunities for beneficiaries;
- **Inclusive:** that we are accessible to all, open in our sharing of knowledge and expertise;
- **Compassionate:** that we care for those around us, taking the time to support those around us;
- **Respectful:** recognising and treating each other equally and with respect.

## **Freelance BRIEF:**

We have secured funding for some development work and programme delivery in Peterborough:

- to build relationships with local arts, cultural and other relevant stakeholders in order to develop our local presence and run a PILOT evening virtual Arts on Prescription programme
- to deliver 3 x 4-week Art 4 Wellbeing programmes in partnership with Peterborough Council for Voluntary Service (PCVS), through the Thriving Communities programme

The Freelance Project Manager will:

- develop relationships with Peterborough arts, cultural and other stakeholders (including social prescribers and GPs) to raise awareness
- work with partners to find suitable venues to hold programmes
- manage a pilot evening virtual Arts on Prescription programme
- liaise with participants, freelance artists, venues and other stakeholders in relation to the programme, development and evaluation
- manage the Arts and Minds Thriving Communities programme, attend review meetings and prepare evaluation reports, as required
- other project related activity and meetings

Proposals should include:

- Work plan, incorporating milestones (based on anticipated schedule) and how you would evaluate and measure success
- One-page overview of the project manager's relevant skills, experience and qualifications, including day rate
- CV (no more than 2 pages)
- Examples of 2 other project management roles (ideally within the arts and / or mental health sectors), including client contact details
- Confirmation that you are registered as self-employed

You will be required to hold a current enhanced DBS certificate.

This Freelance post is for 6 months initially (though may be extended if we secure further funding).

### **Anticipated project schedule:**

- April 2021 - receipt of project proposals, selection and appointment (start date ASAP)
- May 2021:
  - develop programme delivery plan for Thriving Communities Art 4 wellbeing programme ( 3 x 4-week programmes (as below)
  - build relationships with Peterborough stakeholders (including arts, culture and heritage organisations, social prescribers and GPs) to raise awareness of Arts and Minds and upcoming programmes
  - develop PILOT evening virtual Arts on Prescription programme (aimed at Peterborough residents)
- June 2021 - manage Thriving Communities Art 4 Wellbeing programme 1
- July 2021 - manage PILOT evening virtual Arts on Prescription programme (dates to be confirmed) and conduct evaluation
- August 2021 - review Art 4 Wellbeing programme 1 and revise plan for programme 2 (September / October)
- September 2021 - manage Art 4 Wellbeing programme 2
- October 2021 - manage Art 4 Wellbeing programme 2, review and evaluation

### **Person Specification:**

Essential:

- Demonstrable experience of arts project management (minimum 3 years), ideally in arts and / or community mental health role(s)
- Experience of managing complex arts-based programmes
- Experience of liaising with diverse stakeholders, including: arts, culture and heritage organisations, non-arts-based partners, artists and participants
- Ability to travel and work outside of normal hours when required
- Understanding / experience of different evaluation approaches
- Ability to work independently

We are looking for a self-starter who has demonstrable experience of project management who is able to work independently.



Arts & Minds is committed to inclusion, diversity and equality in our workplace and all of our activities. We value both life experience and professional experience and welcome applications from people of all backgrounds. To improve diversity within our organisation, we particularly encourage applications from people with disabilities and / or Black, Asian and minority ethnic candidates.

We also particularly welcome applications from project managers based in Peterborough, as this role involves developing local relationships. Therefore local knowledge and networks would be beneficial (though not essential).

To apply please email your proposal documents (detailed above) to [admin@artsandminds.org.uk](mailto:admin@artsandminds.org.uk). Incomplete proposals will not be considered.

**Closing date: Friday 23 APRIL 2021**