



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Culture Forum North Project Manager, Cultural Institute,  
Faculty of Arts, Humanities & Cultures**



**Salary: Grade 7 (£33,199 – £39,609 p.a. pro rata)**

**Reference: AHCCI1006**

**Closing date: 1 May 2019**

**Interviews to be held on 17 May 2019**

**Fixed-term for 12 Months working 0.8 FTE, Starting May 2019**

## **Culture Forum North Project Manager, Hosted by the Cultural Institute, Faculty of Arts, Humanities & Cultures.**

**Do you have the knowledge and experience to make a significant contribution to the development and support of effective partnerships between universities and cultural organisations? Are you able to network effectively, building relationships as well as focus on the business growth of an emerging organisation?**

This is an exciting time in the development of Culture Forum North and we are looking for someone to join us for twelve months to help effect change and establish the organisation on a sound footing.

Culture Forum North (CFN) is the first network of its kind in the UK. Launched in 2016, it aims to increase resilience within the cultural sector in the north of England, through partnership between cultural and higher education (HE) organisations. Its mission is to strengthen the sustainability, diversity, adaptability, impact and breadth of skills within arts organisations to support positive social change.

CFN grew out of a knowledge sharing group of universities and arts organisations that first met in 2012. The Forum currently comprises 69 members, including 28 universities and 41 arts and heritage organisations spanning all art forms, geography & scale across the North.

CFN is widely regarded as the leading organisation of its kind nationally. Its work has been endorsed by national bodies including Arts Council England, Arts & Humanities research Council, BBC, and National Archives, and the level of participation in CFN activities demonstrates demand from both higher education and the cultural sectors. The launch symposium in May 2016 had representation from 89 different cultural organisations and 28 universities.

The purpose of the CFN Project Manager is to drive the growth of this nationally significant initiative during a crucial period of its development. It is an exciting opportunity to shape the future of the network while working with high-level individuals across the HE and cultural sectors and beyond.



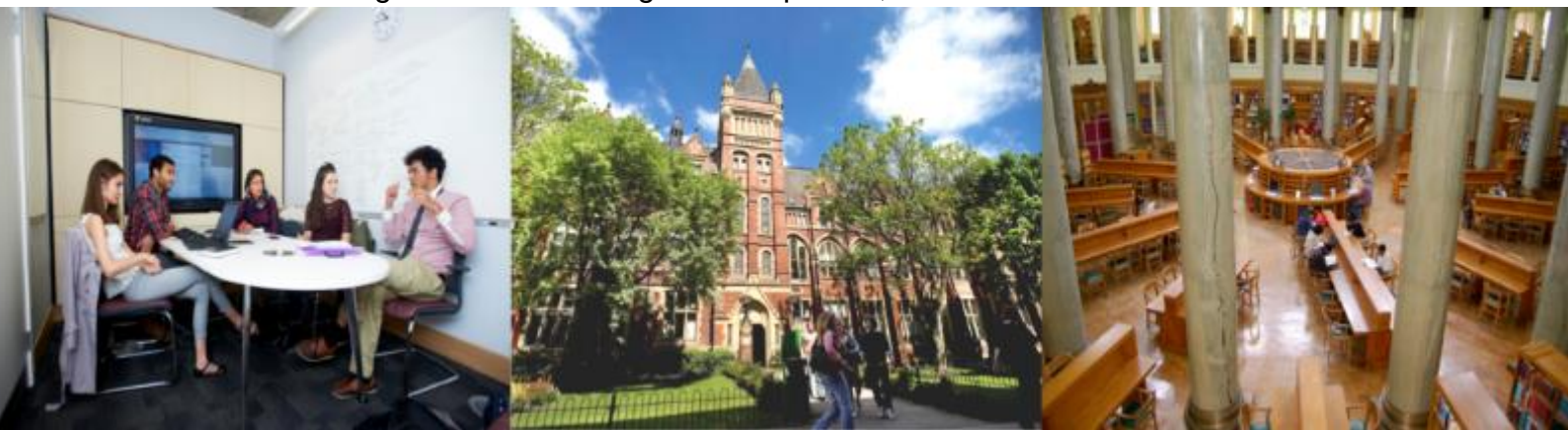


The Project Manager (PM) role is funded through an Arts Council England Lottery Grant and is fundamental to CFN's upcoming intensive period of growth, a driving force that will report to the CFN Steering Group to ensure the development and delivery of an ambitious strategic plan. The PM cultivates productive relationships with and increases the number of member organisations and connections with sector and other bodies regionally and nationally, with a remit that includes establishing a new governance structure and creating business, fundraising and communications plans; designing and delivering events, developing material such as case studies and tool-kits; and disseminating material and information online and through social media. The PM has the support of an administrator one day per week.

## What does the role entail?

As a Project Manager your main duties will include:

- To co-ordinate the delivery of and evaluating the impact of CFN Strategic Plan;
- Carrying out a business models options appraisal and put in place plans for delivery;
- With the Steering Group identifying and realising opportunities to increase profile and status of the Forum across the cultural and HE sectors and other relevant arenas;
- Delivery of a recruitment drive, seeking and securing new members and networking with stakeholders, policy-makers and decision-makers;
- Commissioning, interpreting and disseminating data;
- Acting as an external voice and ambassador for the Forum;
- Monitoring and reporting on relevant activity regionally, nationally and internationally;
- Supporting the Steering Group and Advisory Board;
- Creating and supporting project Task Groups made up of Forum members;
- Working with Steering Group on preparing, consulting, monitoring, evaluating and reporting on funding bids;
- Organising, promoting and delivering Forum events including the annual Symposium;
- Maintaining and developing relationships with members, stakeholders and decision-makers;
- Writing and disseminating CFN e-updates;



- Evaluating and reporting on activity;
- Organising, attending and documenting CFN meetings;
- Maintaining & managing the membership database;
- Updating the CFN website, monitoring and responding to web posts and email/phone enquiries and Undertaking proactive social media activity.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Project Manager you will have:

- Significant experience of managing complex projects;
- An understanding of the current arts and HE landscape;
- Experience of stakeholder management across large and small organisations, across geographies and different funders;
- The ability to be highly organised and able to manage a highly varied portfolio of work;
- A good communicator and be able to work with people at all levels;
- A self-starter capable of working independently;
- Experience overseeing business and organisational development;
- Writing and delivering strategic plans;
- Managing projects with multiple stakeholders and timelines;
- Experience of delivering and organising events;
- Undertaking marketing and social media;
- Previous fundraising experience.

You may also have:

- Ability to work within a small team;
- Previous Involvement in cultural/HE partnerships;
- Prior experience managing membership programmes;
- Reported to a non-executive board previously;



- Experience writing and delivering fundraising plans, marketing or social media campaigns;
- Undertaken Public Relations activity;
- Managing and developing databases;
- Website management and e-comms skills;

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

### **Sue Hayton, Associate Director, Cultural Institute**

Email: [S.Hayton@leeds.ac.uk](mailto:S.Hayton@leeds.ac.uk), see the CFN website [www.cultureforumnorth.co.uk](http://www.cultureforumnorth.co.uk) and refer to the CFN information document.

## Additional information

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### **Rehabilitation of Offenders Act 1974**





A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

