



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Project Manager (Dialect and Heritage project), School of English,
Faculty of Arts, Humanities and Cultures**



Salary: Grade 6 (£27,511 – £32,817 p.a.)

It is likely that an appointment will be made no higher than £30,046 p.a., since there are funding limitations which dictate the level at which the appointment can start.

Reference: AHCEN1036

Closing date: 15 December 2019

**Full time, Fixed term due to funding from February 2020 until
November 2022**

Project Manager (Dialect and Heritage project)

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Do you have a track record of Project Management in the heritage, learning or arts sectors?

This is an exciting opportunity for a highly organised, creative and flexible individual to work on a project funded by the National Lottery Heritage Fund that aims to engage new audiences with collections at the University of Leeds and at five partner museums across England. The partner museums are: Dales Countryside Museum, Ryedale Folk Museum, Weald & Downland Living Museum, Avoncroft Museum of Historic Buildings, and the Museum of East Anglian Life.

The project centres around the Leeds Archive of Vernacular Culture (LAVC). The LAVC is a unique and nationally important multi-media archive including the records of the Survey of English Dialects and the Institute of Dialect and Folk Life Studies. The collection is housed and accessible at the University of Leeds Special Collections: https://library.leeds.ac.uk/info/1607/projects/181/dialect_and_heritage.

The project will digitise the LAVC and make it available, meaningful and relevant to public audiences. The project will marry LAVC resources with partner museums' complementary and contemporaneous artefact collections, putting the LAVC back into the communities from which it was originally collected and where it truly belongs, reuniting tangible and intangible cultural heritage, and breathing new life into museum displays, local heritage, and the LAVC. Public engagement activities with a lasting legacy will enable visitors (within museums, in the community and online) to uncover their own cultural heritage and that of others, to learn more about their dialect inheritance, and to share their stories, memories and linguistic heritage for the benefit of current and future generations.

You will be based at the University of Leeds School of English with regular visits to each of the five partner museums. You will report to the Project Lead, Dr Fiona Douglas, and to the Project Board.



What does the role entail?

This is a full-time fixed-term post for 34 months. It may require occasional weekend and evening work and travel.

You will directly line manage the following project staff:

- Project Assistant;
- 5 x Engagement Officers.

You will also be responsible for commissioning freelance consultants to deliver various contracts during the project and managing consultants to deliver work on time, to budget and to the required standard. You will also supervise individuals volunteering for the project remotely and University-based interns contributing to the project.

As a Project Manager your main duties will include:

- To manage the delivery of the National Lottery Heritage Fund Activity Plan and budget, including reporting progress to funders;
- Develop and maintain communications across the project staff and volunteers;
- Recruit and manage the project team, developing a strong team who have opportunities for professional development and training;
- Maintain strong working relationships with the partner museums, delivering regular Project Board meetings and ensuring partners have all information to be able to make key project decisions;
- Raise the profile of the project with the key target audiences, the wider academic and museum sectors, and develop strategic relationships to extend the project's reach and impact;
- Produce strong briefs and recruit, commission and manage freelance consultants to deliver quality packages of work on time and to budget, including exhibition designers and website developers;
- Develop volunteering opportunities, systems and policies; oversee and, work with key partners, to drive recruitment nationally; and manage volunteers engaging with the project on a remote basis;
- Use of project management best practice to ensure the project runs to budget and to timetable.



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:

- Degree or equivalent experience;
- Significant relevant experience managing projects in the heritage/arts sector, including experience of reporting to funders and stakeholders and experience of reporting to and working with a Board;
- Experience of implementing project management systems and managing budgets;
- Enthusiasm in and understanding of the role of museums and heritage collections in public engagement as well as an awareness of recent trends in audience engagement and outreach;
- Experience of commissioning websites, learning resources, and interpretation such as exhibitions or displays;
- Experience and knowledge of marketing, communications and branding, in a heritage/arts sector projects context;
- Experience of working with designers, consultants, and agencies;
- Experience of developing successful strategic partnerships;
- Experience of evaluation and reporting on public engagement activities in the arts/heritage sector;
- Numerate and confident in data analysis;
- Experience of managing staff and volunteers, with the ability to provide effective leadership to a team and work collaboratively with others;
- Self-managing and able to work under pressure, prioritise, schedule and balance workloads to meet deadlines and deliver quality outputs;
- Ability to work on weekends and evenings when required.

You may also have:

- Experience of managing an engagement project and/or a project funded by the National Lottery Heritage Fund;
- Experience of managing teams located across a number of locations and/or a partnership project;
- An understanding of developing websites and managing content;



- Experience of working with academic staff and encouraging contributions to academic research;
- Experience setting up and developing volunteer schemes and/or developing training programmes;
- Experience of working with an external evaluator.

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:

Dr Fiona Douglas, Project Lead

Email: F.M.Douglas@leeds.ac.uk

Additional information

Find out more about the [Faculty of Arts, Humanities and Culture](#)

You will report to the Project Lead, Dr Fiona Douglas, and to the Project Board.

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.



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.

