

ROLE TITLE: PROJECT COORDINATOR - Huddersfield High Street Heritage Action Zone (HSHAZ)

TYPE: Part-time freelance contract x 12months to start beginning of July 2021 (potential to extend the role for an additional 18months)

FEE: £14,400 (96 days @ £150 p/day)

LOCATION: Huddersfield, West Yorkshire

RESPONSIBLE TO: Vicky Storey, Director, Chol Theatre

BACKGROUND INFORMATION

The Huddersfield High Street Heritage Action Zone (HSHAZ) Consortium have been awarded a £90,000 grant from Historic England to create and deliver the Huddersfield HSHAZ Cultural Programme involving community-led cultural activities on the high street over the next three years. Huddersfield HSHAZ is one of more than 60 high streets to receive a share of £6 million for their cultural programme. Chol www.wearechol.co.uk is the leading organisation within the Consortia. This role will be supported and managed by Chol.

Huddersfield has a rich and diverse community which matches the quality of its architecture and history. The Cultural Programme aims to bring communities together to celebrate this diversity. Born from a striking landscape, a proud industrial heritage, and our people - our cultural offer is the heart and soul of our communities and the economy. St George's Square – the 'station gateway' - has been the symbolic heart of the town since the mid-19th century.

Through a number of events, based upon one theme per year and held together by continuing core activities, including some funded from the mainstream HSHAZ capital budget, the differing communities will draw together to inform the wider population of Huddersfield. Such events will be guided walks, appreciation events such as Caribbean Carnival, appreciating our sporting achievements to tie in with the Rugby League World Cup and capturing people's experiences of Huddersfield town centre including those memories from people living with Dementia.

ABOUT THE ROLE

The role of Project Coordinator is to oversee the development and delivery of the Huddersfield High Street Heritage Action Zone (HSHAZ) Cultural Programme in 2021 with future consideration to 2023.

The Project Coordinator will support the curatorial story of the programme, ensuring there is a cohesive narrative and developing a marketing plan with the consortia to ensure clear and joined up messaging across web content, print and social media. The role will include leading the overall evaluation - collating and analysing data from partners to create an interim report. The Project Coordinator will support each of the projects and act as a point of contact with the Local Authority through its various departments and other organisations on behalf of the Consortia.

Key to the Project Coordinator role is overseeing Project Managers from the organisations within the Consortia, setting up regular Consortia meetings and giving one to one advice where required and monitoring budgets and supporting organisations with additional funding applications and income generating ideas and initiatives.

MAIN DUTIES AND RESPONSIBILITIES

As Project Coordinator you will be responsible for:

- Overseeing Project Managers, collating reports and identifying support needs where required
- Acting as first point of contact for project managers to report to and raise queries
- Acting as first point of contact for general public and partner enquiries

- Arranging and leading monthly project management meetings with Chol
- Arranging and leading Consortia meetings and communications
- Ensuring projects are running to time, budget and meet the needs of the community and the festival
- Ensuring that all projects are in-line with the requirements of the HSHAZ
- Leading the commissioning opportunities (open to new partners applying to be part of the programme) and agree any new project agreements with Chol
- Developing and implementing the marketing and audience plan to ensure ongoing communications reach and engage different audiences through an effective marketing campaign
- Signing off on and supporting social media and marketing material with the Consortia
- Ensuring all project managers are using relevant communication tools (Google Docs, Slack, WhatsApp)
- Updating budgets and ensuring income and expenditure is recorded and monitored
- Quarterly reporting for key stakeholders including the Project Officer for the HSHAZ
- Leading the evaluation of the project, ensuring data is collected throughout the project.

PUBLIC EVENT SUPPORT

- Write and maintain all Health and Safety documentation and risk assessments and ensure all work is in line with GDPR, Health and Safety legislation, and Covid-19 restrictions and advice
- Liaise with the Local Authority to ensure all appropriate agreements and licences are in place
- Support the documentation of all activities, whether on or off-site in accordance with copyright laws, clearing copyright and obtaining relevant permissions and image captions and credits
- Attend events, support with on site risk management, and support with public facing engagement.

EVALUATION

- Work with Chol to understand the evaluation requirements of projects and lead on-going evaluation activities, supporting the gathering of information for reporting to funders and other stakeholders
- Support partners in the development of case studies, articles and other forms of dissemination, regionally, locally and nationally.

PERSONAL SPECIFICATIONS

ESSENTIAL

- Experience of coordinating large scale, stakeholder projects
- Excellent interpersonal and communication skills (written and verbal)
- Ability to prioritise and manage own workload to meet agreed targets and deadlines
- Self-motivated with the ability to use own initiative
- Excellent attention to detail
- Experience of working with complex budgets, bookkeeping and invoicing
- A good working knowledge of IT and project management software such as Google Documents and Zoom
- Experience of evaluation, monitoring and report writing.

DESIRABLE

- Interest and knowledge of the local communities
- Understanding of and interest of the heritage sector at local and national level.

Please note that if you feel that you meet the needs of the role but do not fit both essential and desirable please do talk to us rather than be put off applying.

CONDITIONS & CONTRACT

The Project Coordinator will receive support from Chol and the Consortia. The selected candidate will hold or be willing to apply for an annual online DBS check confirmed prior to taking up the position. This will be a fixed term, self-employed freelance contract from early July 2021 to June 2022 with a possible extension to Dec 2023. The successful candidate will be expected to work within the projected timetable. This role will include occasional evening and weekend working.

CONTRACT FEE

The fee is £14,400 (approx 8 days p/month x 12months @ £150 p/day). The successful applicant will need to be flexible and be able to work more days during busier months, e.g. there is a large amount of activity in September 2021.

This project has been funded by Historic England and supported by Kirklees Council.

APPLICATION PROCESS

Deadline for applications is **5pm, MONDAY 14TH JUNE 2021**.

Selected candidates will be invited for an interview on Zoom on **THURSDAY 17TH JUNE 2021**.

To apply please email the following to vicky@wearechol.co.uk

- A cover letter (2 sides of A4 max) detailing your interest in and suitability for the role, including your knowledge and interest in arts, culture and heritage in Kirklees, and details about any relevant projects and partnerships you have delivered
- A copy of your CV
- Details of two referees (please note we will only contact referees at interview stage).

EQUAL OPPORTUNITIES

CHOL are committed to building organisations that make full use of the talents, skills, experience, and different cultural perspectives available in a diverse society. The aim of our policies is to ensure that at all stages of the recruitment, selection and employment process we consider all applicants in fair and considered manner so that the most appropriate person is selected, regardless of age, colour, disability, gender, marital or family status, nationality or ethnic origins, race, religious belief or sexual orientation. Chol's Equal Opportunities Policy will be applied to this role.

CONTACT DETAILS

In the first instance please direct all enquiries to vicky@wearechol.co.uk



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