



## **Freelance Project Manager**

### **Job Description**

#### **Location: London**

This is a short-term post until December 2018, with the potential to extend (subject to funding).

Reporting to: Director of Delivery and Development

Fee: £13,000 (Sept. - Dec. 2018)

#### **Project Manager - Big Ideas**

Big Ideas creates programmes that encourage community participation, inclusion and cohesion across the arts, heritage, science and sport. We specialise in projects which bring groups together and create new experiences and relationships on a local, national and international scale. You can find out more here: [www.big-ideas.org](http://www.big-ideas.org).

At the heart of the projects for 2018 is meaningful community engagement, and all the projects have the key objective to connect and facilitate community cohesion both within the UK and internationally.

We are looking for a Project Manager to help deliver fast-paced integrated projects including oversight of workstream targets, budgets and events that engage communities in locally based, national heritage and cultural projects.

Big Ideas is looking for a dynamic individual who can manage the delivery of all Big Ideas projects in 2018, ensuring that all projects are on time, on budget and achieving the key objectives. This role will be key in supporting the senior management team and the delivery of new projects at an exciting time within the organisation. Big Ideas is a small team and suits individuals with energy, enthusiasm and a team spirit.

As the Project Manager you will be an integral part of the organisation, working with the internal team based in London and managers in Northern Ireland and Wales, to manage the delivery of community engagement programmes using the agreed workflows and processes whilst meeting Big Idea's objectives and targets.

You will be familiar with project management methodologies and will have experience in utilising these during the creation of the project plans. The ability to thrive in a fast paced environment is paramount and in return you will be working in a collaborative and fun organisation.

#### **Candidates:**

You will have excellent data analysis skills and a proven, demonstrable track record in project management in a busy environment. You will be strong with numbers and utilise your strategic and logical thinking. You will also grasp the business requirements/goals and deliver with ownership.

Applicants should have a strong track-record of project launches and management. You will influence other members (both internal and external) to help them deliver their responsibilities on time and ultimately reach the business objective. It is essential to have a start-up attitude, with getting things done in a fast-paced environment and supporting other members of the team to meet their programme deliveries.

**The Project Manager's responsibilities are:**

- To assist in the creation and management of project timeline to ensure that all projects are delivered on-time and within budget
- Ensure that all projects are achieving their objectives through end to end project management
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to the senior management team as needed
- Work with the senior management team to manage relationships with some key partners and stakeholders
- Perform risk management to minimise project risks
- Establish and maintain relationships with consultants and third parties
- Create and maintain comprehensive project documentation
- Work closely with the Director of Delivery and Development to manage the project budgets

**Skills required:**

- Proven project management and administration skills
- Integrated campaign experience - print / digital / event
- Excellent, proven interpersonal, verbal and written communications skills
- Qualification in Project Management such as Prince2
- Account Management experience
- Multi Tasker and agile. Good prioritisation skills
- Meticulous attention to detail
- Used to working in a busy environment to tight deadlines
- Ability to work on complex projects with many stakeholders and partners
- Knowledge of Health and Safety issues and protocols
- Educated to degree standard or possess comparable relevant practical experience
- Experience in using appropriate technology, methods and equipment
- Strong working knowledge of Microsoft Office
- Experience in government-funded projects is desirable

**Conditions of employment:**

Freelance position - full time, fixed-term Sept.-Dec. 2018 (possibility of extension).

The role is office-based and delivered within usual office hours to effectively manage the projects. Some evening and weekend work is to be expected for occasional events, for which time off in lieu will be given.

Location: 465A Hornsey Road, London N19 4DR

Fixed fee of £13,000 / 4 months Sept -Dec 2018. Applications are also welcome from freelancers who may be unavailable at the start of September. Please indicate the date you would be available from within your application.

**How to apply:**

Please send a CV and covering letter (Max 2 sides of A4) detailing your suitability for the role to: [contact@big-ideas.org](mailto:contact@big-ideas.org). Please title your email: Freelance Project Manager Application. Deadline for applications 9am (GMT) Tuesday 28 August 2018