

PROJECT MANAGER: TALENT ACCELERATOR

Title:	Project Manager
Responsible to:	Stewart Drew CEO and Sally Ann Lycett, Director of External Relations, De La Warr Pavilion Key stakeholders including Skills East Sussex and Culture East Sussex.
Location:	Blended: De La Warr Pavilion, Bexhill / remote working and across East Sussex.
Purpose:	To shape, drive and co-ordinate delivery of the Talent Accelerator programme, making sure it meets its objectives, is delivered on time and on budget and meets the needs of young people and employers in the Creative Industries across East Sussex.
Length of contract:	3 months R&D, leading to a further 21 months after funding confirmation.
Terms:	Full time
Salary	£35,000 per annum.

OVERVIEW

Talent Accelerator is a programme which aims to get young people across East Sussex passionate about and into work in our thriving Creative Industries. The programme is for all young people in East Sussex who are in secondary school, college or further and (in or outside the county) higher education. It will offer particular support to those from areas of high deprivation, rurally-isolated locations and under-represented backgrounds to make sure everyone across the region is reaching their potential and has access to the same opportunities.

The project was developed by Always Possible for the Skills East Sussex, Creative and Digital Task Group, working with the De La Warr Pavilion, East Sussex College Group and Careers East Sussex. The programme is funded by and delivered in partnership with Artswork.

Talent Accelerator is a new programme which aims to get young people across East Sussex interested in and working within the Creative Industries of East Sussex. It will create a joined-up infrastructure between industry and education and create a unique framework to enable education settings and creative industry employers to co-design new learning and real-world skills programmes.

The programme will help our young people:

- understand the different types of companies and organisations in the creative, cultural and digital sectors and the range of roles and opportunities on offer.
- increase their creativity, identify the skills needed for those roles and support them to develop and add to their own skillset.
- give them valuable experience working alongside creative people in vibrant and exciting places and spaces
- prepare them take advantage of the growing creative, cultural, and digital employment opportunities East Sussex has to offer - or even create their own.

Programme funding for Talent Accelerator was originally awarded in March 2020. The implementation of this programme was delayed due to the pandemic, and it is acknowledged by all the partners that the landscape has changed over the last two years.

OUTLINE OF ROLE AND RESPONSIBILITIES

- Review, re-scope and rewrite the original programme from 2020. It is anticipated that this re-scoping of the project will take at the most three months and will result in a report and refreshed programme framework, which considers the impact of the pandemic on the well-being of young people, the education sector and the creative industries of East Sussex.
- The review will involve stakeholder consultation, rebuilding of existing and development of new relationships, and ultimately the agreement of the revised delivery framework with the funders and stakeholders. It is anticipated that this work would be completed and developed to mesh in time for delivery in line with the new academic year in September 2022.

Then to:

- Lead and deliver the programme, co-ordinating and joining up multiple workstreams to deliver a holistic approach.
- Develop, manage and deliver the implementation of new programme activities and initiatives.
- Be hands on where necessary, showing leadership to deliver a challenging programme.
- Make sure the programme objectives and outcomes are met.
- Ensure the programme reflects learnings from and is benchmarked against similar initiatives, adheres to best practice and is future-proof.
- Define where and how the programme sits alongside or integrates with initiatives at a national or international level.
- Define a programme management framework to include approach to delivery partner and stakeholder engagement, reporting and resourcing.
- Develop and maintain a programme plan to capture and monitor activity progress, understand and manage dependencies, manage risk and make sure actions are attributed and deadlined.
- Create and update project documentation including strategic plans, briefs, reports and dashboards, ensuring timely partner and stakeholder engagement and input.
- Procure and manage external suppliers.
- Engage with programme delivery partners, making sure individual workstreams are on track and act to resolve issues and manage risk.
- Engage with and manage stakeholders, keeping them informed of progress and drawing on their expertise and insight in a timely manner.
- Budget management.
- Keep DLWP Directors regularly informed of project progress.
- To undertake any other such duties as required.

EXPERIENCE (essential)

- Proven project management, planning, co-ordinating and delivering projects in creative, cultural or education settings.
- Knowledge of creative and cultural businesses; and a good understanding of the educational landscape.
- business and strategic planning.
- senior stakeholder management.
- project framework development and tracking.
- briefing and managing suppliers and programme partners.
- measuring and evaluating effectiveness, reporting.
- budget management.

SKILLS (essential)

You will be able to evidence a high level of competence in:-

- project planning & implementation management
- effective verbal and written communication
- developing clear and concise plans, reports, dashboards, briefs
- senior stakeholder management and influencing
- analytical ability and flexible problem solving
- effective leadership and matrix management
- chairing meetings

PERSON SPECIFICATION

- a commitment to equal opportunities and anti-discriminatory practice
- an ability to work constructively with colleagues internally and externally
- ability to make decisions when dealing with constant and conflicting demands on time.
- Excellent communication and time management skills

DIVERSITY, EQUALITY & INCLUSION

At the De La Warr Pavilion, we are committed to building a diverse and inclusive community that reflects the diversity of our society as fully as possible. A community of staff, residents and audiences where everyone feels valued, where their contribution matters and where they can reach their full potential, irrespective of their background, identity or circumstances.

We are committed to ensuring we are hiring people that reflect the South East in its broadest form and we are currently taking action to improve representation from Black, Asian and ethnically diverse, LGBTQ+ and lower socio-economic communities and those with a disability.

We welcome applications from the above under-represented groups.