

CREATIVE SIDLEY PROJECT MANAGER

Job Description:

Title :	Creative Sidley Project Manager
Responsible to :	DLWP Head Of Learning
Salary:	£24,000 p.a. (pro rata)
Part time	16 hours per week for duration of project (36 months)
Location	Sidley (in Bexhill) and DLWP

Background

The De La Warr Pavilion (DLWP) is a centre for arts and culture in an iconic modernist building by the sea, designed by Erich Mendelsohn and Serge Chermayeff and opened in 1935 as the 'people's palace for art and culture'. With artists and audiences at its heart, it produces an innovative and integrated cultural programme that reflects the world in which we live.

<https://www.dlwp.com/about-us/>

Responding to Rother District Council's successful Levelling Up bid (2023) for capital projects centred around Creativity, Community and Skills at DLWP and a new Community Hub in Sidley, we wish to transform, through culture, the lives of our region's most disadvantaged people. This is underpinned by DLWP's modernist progressive origins and organisational values – to be bold and inclusive, working with care and compassion to create a healthy and happy community.

<https://www.dlwp.com/luf/>

Creative Sidley is a 3-year community-led project funded by The Esmée Fairbairn Foundation under Creative, Confident Communities. It is driven by the needs and aspirations of the Sidley community, an area of Bexhill that is in the top 10% areas of deprivation in the UK and which has amongst the highest number of under 19 year olds in East Sussex heavily impacted by economic and social inequality. Creative Sidley centres on young people becoming leaders, designing and

implementing a creative programme with artists and taking ownership of their community's creative future in spaces in Sidley. Consultation with Sidley's young people tell us that they feel positive about their future, improve their environment and make Sidley a better place to live.

Summary of Post

The Creative Sidley Project Manager will manage the day-to-day operational aspects of the programme as well as supporting the Artists in Residence and the 8 – 10 core cohort of young people involved the project.

Main Responsibilities and Duties:

- Assisting Head of Learning in the management of Artists in Residence
- Assist in recruitment and management of Artist Facilitators and Creative Assistants
- Organise and attend youth leadership meetings.
- Liaise with Sidley partners on space availabilities, access and refreshments across all Creative Sidley artistic and Skills Progression activity.
- Prepare the timetable of activity with artists and Talent Accelerator Manager to ensure activity happens in the appropriate location.
- Provide direct support to Artists in Residence on all logistical and operational needs of workshops and larger community events. Liaising where appropriate with district council, community groups and festival managers.
- Manage logistics of the larger public events, offsite visits and research trips.
- Prepare Risk Assessments and Event Plans for all activity.
- Ensure adherence to DLWP Safeguarding Policy on site and throughout the project. Produce Safeguarding Reports as appropriate in line with DLWP policies.
- Manage the Creative Sidley input of the DLWP L&P Assistant (one day per week)
- Support the core cohort of young people by signposting them to pastoral or other local services when needed.
- Support Head of Learning in evaluation of programme.
- Support Director of External Relations and Head of Learning in the delivery of all aspects of the programme when required.

Essential Experience

- Experience of working with young people (aged 12+) on cultural projects or in creative settings
- Experience of working with artists to deliver a broad range of creative activity

- Demonstrable experience of working in community settings, building and maintaining strong working relationships with a diverse range of stakeholders, partners, and audiences.
- Good experience of delivering and evaluating creative or community events, campaigns and activities to time, to budget and to a high standard.
- Demonstrable commitment to supporting and promoting practices of care, inclusion and anti-racism through your work and decision-making.
- Understanding of safeguarding procedures when working with children, young people and vulnerable groups.

Essential Knowledge and Skills required:

- Excellent interpersonal skills with the ability to communicate clearly and with generosity to connect people, and to share ideas confidently at all levels.
- Strong facilitation and mediation skills that supports active participation across a diverse range of people and perspectives.
- Strong organisational and administrative skills, proficient in Microsoft Office, Google Workspace and digital platforms that support young people's participation.
- A flexible and adaptable approach, able to work as part of a team and on own Initiative.

Desirable but not essential:

- Knowledge of the Sidley area
- Passionate and informed about socially engaged* and peer-led* practices
- DBS Certified and DSL or DSO Safeguarding Trained (DLWP can provide this)

** Socially Engaged Practice: socially engaged practice is art that is collaborative, often participatory and that involves working with people in relation to specific community, places or interests. Often socially engaged practices address social justice, political or environmental themes.*

**Peer Led Practice: peer led practice refers to artistic approaches that involve individuals from a community, (peers) working with and supporting each other through shared learning and collaborative working.*

Notes

The minimum working week for the full-time post is normally 16 hours. However, due to the nature of the work, the role will involve some evening and weekend work. This is considered part of the contract.

The role will be located in Sidley and at the De La Warr Pavilion

The job description is current at September 2024. It outlines the main duties of the position and is designed for the benefit of both the post holder and the organisation in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

Management has the right to vary the duties and responsibilities after consultation with you.