

Person Specification

Project Manager: Culture Bridge North East (CBNE)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Educated to degree level or equivalent qualification or experience
- Understanding of the potential impacts of arts and culture on children and young people, and commitment to lead the development of this.
- Able to support, manage and develop a staff team to achieve objectives.
- Able to manage contractors to achieve objectives.
- Able to develop strategy for, plan, implement and manage multiple concurrent activities across a coherent programme, including setting and monitoring objectives, reporting to funders and internal stakeholders.
- Able to set, monitor and report on budgets.
- Able to lead evaluation, reflection and development of the programme.
- Able to manage programme delivery and relationships across a wide geographic area, including supporting staff working remotely.
- Able to manage complex stakeholder relationships, influencing others, developing and facilitating partnerships.
- Able to represent CBNE professionally and effectively in regional and national relationships, meetings, events and conferences.
- Able to distil and present complex information in a variety of written formats including strategic and public-facing documents.
- Able to use Microsoft Office suite and online platforms e.g. Office 365.
- Experience of working in or with the arts and culture sector.
- Experience of working in or with the education sector.

Desirable

- Knowledge of national and international cultural education issues.
- Knowledge of cultural education funding landscape.
- Experience of giving public and professional presentations.

Part B

The following criteria will be further explored at the interview stage:

- Able to represent CBNE professionally and effectively in regional and national relationships, meetings, events and conferences.
- Understanding of the potential impacts of arts and culture on children and young people, and commitment to lead the development of this.

Additional Requirements

- The role will require regular travel within the North East region and some UK travel
- On occasion the role may require some work to be undertaken on evenings and weekends