Bridport Town Council

JOB DESCRIPTION

JOB TITLE: Project Manager
12-month fixed term contract

BASE LOCATION: Mountfield, Rax Lane, Bridport, Dorset DT6 3JP

RESPONSIBLE TO: Town Clerk

HOURS: Part-time, 3 days per week

SALARY: SCP 24 - 28, £36,581 - £40,444 (pro rata) per annum

Purpose of the Post

To support Bridport Town Council in delivering priorities within the Council's Five-Year Plan, ensuring projects are planned, coordinated, monitored and completed to a high standard. The initial emphasis of the post will be on developing and delivering culture and arts initiatives and promoting their value to the wider economy. The post holder may also be required to take on additional projects with a separate focus.

Main Duties and Responsibilities

1. Lead the planning, coordination, delivery and evaluation of agreed projects within the Town Council's five-year plan with an initial focus on culture and arts initiatives which are important to the identity, vitality, economy and community value of Bridport.

2. Establish and maintain productive working relationships with councillors, officers, community groups, arts organisations, businesses, funders and external partners.

3. Manage community engagement and consultation activities undertaken by the Town Council, with priority given to culture and arts initiatives.

4. Develop and coordinate collaborative culture and arts activities with partner organisations, including the recruitment and management of volunteers.

5. Research, develop and submit appropriate funding applications on behalf of the Town Council in support of projects and initiatives.

6. Plan and deliver public events and communications, including promotional campaigns, website content and social media activity, in support of agreed objectives.

7. Prepare clear, accurate and timely reports and other supporting information for committees and other purposes as required.

8. Represent the Town Council at relevant external meetings and events, including occasional evening and weekend commitments.

9. Undertake any other duties and projects that might reasonably be expected of the post holder, as assigned by the Town Clerk.

Person Specification

Essential	Desirable
A Level qualification in at least two subjects, or equivalent qualifications or relevant professional experience.	Education to degree level.
Relevant experience of and a strong understanding of the culture and the arts sector.	At least five years' experience in a similar or related role.
At least two years' project management experience from initiation to completion.	Understanding of planning, regeneration, capital works and asset management.
At least two years' experience of designing and delivering community engagement and consultation activities.	Experience of arts, heritage, leisure or community venue projects.
High levels of competency in use of social media to support community activity.	Track record of successful fundraising from a variety of sources.
Experience of planning and delivering events.	Experience of working with and managing volunteers.
Ability to establish and maintain effective working relationships with councillors, colleagues and a diverse range of stakeholders.	Experience of liaising with the media.
Excellent written and verbal communication skills, strong IT proficiency and the ability to present information clearly to a range of audiences.	Experience of working for a local authority, town or parish council or similar public body.
Highly organised and adaptable with the ability to manage multiple tasks, competing priorities, work effectively under pressure, meet deadlines and attend occasional evening and weekend commitments.	Understanding of charitable, public sector or not for profit governance.
Ability to prepare reports, update stakeholders and maintain records.	Experience of making presentations to council, committees and stakeholder groups.
Commitment to equality, diversity and inclusion and to the principles of the Bridport Rights Respecting Citizens' Charter.	Knowledge of the Bridport area.