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**Job Description**

# PiPA Project Manager for ‘Return and Retain’

**Salary:**c.£26,000 pro rata

**Contract:** Fixed term: one year. Possibility of becoming permanent.

**Responsible to:** Charter Programme Manager

**Line management responsibilities:** Cohort of 15 performing arts practitioners.

**Hours:** 21h pw. Flexible working.

**Location:** Yorkshire-based. Working from home with possible co-working space within one of our Yorkshire partners’ buildings (subject to Covid restrictions). Some travel may be required to venues in Yorkshire. Travel expenses will be covered, and access needs will be met for both travel and building access.

**Application Deadline:** Monday 13th September, 9am.

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## About PiPA

Parents and Carers in Performing Arts (PiPA) believes a truly world class performing arts is inclusive of all talent and circumstances. We work together to amplify the voices of parents and carers across all the performing arts. We encourage a new mindset, that parents and carers enrich our industries. We show what’s possible.

Find out more about PiPA on our website: [www.pipacampaign.org.](http://www.pipacampaign.org)

PiPA is committed to creating a diverse and inclusive performing arts sector and is proud to be an equal opportunities employer. Diversity of experience, thought and voice adds immeasurable strength to our team, so we will take these factors into account when making appointment decisions. PiPA welcomes applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

To create a performing arts sector the serves everyone, we must include everyone.

To find out more about PiPA’s commitment to Inclusion and Diversity, please see our [Statement of Principle.](https://pipacampaign.org/who-we-are/inclusion-and-diversity)

Due to the objectives of this project and funding parameters, we strongly welcome applications from underrepresented groups in the performing arts, as identified through our [recent research](https://pipacampaign.org/research/covidreport?referrer=/research) (applicants who are D/deaf and/or disabled, people who are Black, Asian or from Ethnically diverse backgrounds and parents/carers from lower socio-economic backgrounds).

PiPA enables and empowers parents and carers. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

## Purpose of the role

Funded by the Arts Council England, PiPA is embarking on an action-research project supporting a cohort of 15 Yorkshire-based performing arts to engage in a programme of professional development opportunities, skills workshops and coaching opportunities to support and strengthen their position within the industry. The cohort will all have caring responsibilities as well as at least one additional characteristic from a group which is underrepresented in the performing arts, including, but not limited to, applicants who are D/deaf and/or disabled, people who are Black, Asian or from Ethnically diverse backgrounds, and parents/carers from lower socio-economic backgrounds.

The Project Manager will be responsible for recruiting and managing the cohort, programming and matching professional development opportunities, as well as managing the relationships with key performing arts organisations who will provide those. The Project Manager will be responsible for the monitoring, evaluation and reporting of the project, taking a lead on focus groups, the creation of case studies and the design and delivery of a final symposium.

The role would suit someone who can confidently communicate and engage with people at all levels, who is adept at working both operationally and strategically, is equally skilled at relationship management and group facilitation, and is invested in the growing agenda of diversity and inclusion within the performing arts sector. This is a role at a growing organisation with high levels of responsibility for an ambitious candidate.

In return we proactively promote work-life balance, offer 25 days annual leave plus public holidays (pro-rated to hours worked) and provide a high degree of flexibility and autonomy in the role.

## Project Partners

Our current confirmed organisation partners for this project are:

* Lead Project Partner: Sheffield Theatre
* Tutti Frutti Productions
* Balbir Singh Dance Company
* Middle Child Theatre
* Theatre Royal Wakefield
* Derby Theatre

We expect other organisations to join the project as partners as the project evolves.

## PiPA Project Manager Person Specification:

We are particularly interested in hearing from applicants who have the following skills and experience:

* 2+ years of working experience in project management and delivery.
* Group facilitation experience, including leading focus groups.
* Proven track record of relationship management with organisations and participants.
* Strong skills in leading a project from its initial stages through to completion.
* Knowledge and ability to engage and support a diverse cohort through development opportunities.
* Confident communication at all levels including senior management and grassroots through any variety of means (e.g. BSL interpreter).
* Exceptional time-management, organisational skills and a positive outlook.
* Proven experience in project monitoring, evaluation and report writing.
* A keen interest in the development of arts organisations and the performing arts sector as a whole.
* Understanding of and passion for equality and diversity within the performing arts sector.
* Confident in identifying and meeting access requirements. As part of this project, you will be expected to enable our cohort of 15 freelancers, who may have additional needs, to access development opportunities.
* Ethnically diverse (including Black, Asian, Dual Heritage and Other Ethnic Groups); D/deaf and/or disabled; or a parent/carer from a lower socio-economic backgrounds.

### Experience of any of the following would also enhance an application:

* An understanding/ knowledge of the challenges faced by performing arts practitioners with caring responsibilities, particularly those who are D/deaf and/or disabled, ethnically diverse, and from low-socio-economic backgrounds.
* Prior experience of managing the access requirements of project participants.
* Delivering professional development opportunities.
* A knowledge of Opera, Classical Music and/or Dance.
* Experience in event/conference design and delivery.
* A strong connection to the performing arts networks in Yorkshire.
* A working knowledge of Microsoft Office and Teams.

## Main duties and responsibilities

### Project Development and Delivery

* Recruitment and support of 15 performing arts practitioners with intersectional caring responsibilities.
* Identify needs of the cohort through the facilitation of 3 focus groups, and support the design and facilitation of a programme of opportunities and interventions, addressing the needs of the cohort (can incl. shadowing, mentoring, placements, coaching, skills workshops).
* Ensure the project remains accessible to the cohort. This could include supporting the setup of specific opportunities and meeting access requirements of the cohort.
* Project monitoring, evaluation and reporting.

### Partner Relationship Management

* Create and maintain positive relationships with the Yorkshire and Midlands performing arts organisations (project partners).
* Identify and create the opportunities and interventions that each project partner can offer the cohort.
* Match, schedule and monitor the cohort with the opportunities and interventions within each project partner.
* Support the project partners to make their opportunities and interventions accessible to the cohort.

**Case Study Creation and Dissemination**

* Create mechanisms for ways in which the cohort can capture their learning and progress as Case Studies. This could be through a written template, survey, or video/audio interviews.
* Create guideline resources or ‘how to’ guides based on the experiences of the cohort.
* Finalise all resources into a toolkit which can be accessed by freelance performing arts practitioners and organisations.
* Design and deliver a dissemination event, alongside the rest of the PiPA team.

## Next Steps

**To apply for this role please** submit the following to [recruitment@pipacampaign.com](mailto:recruitment@pipacampaign.com):

* Completed Application form\*
* Completed Monitoring form\*
* A video, audio or written statement outlining your relevant professional experience and lived experience to date will enable you to deliver the areas within this role, and why you would like to work with PiPA. Written statement should be no more than 2 pages, and video/audio responses no longer than 5 minutes.
* An up to date CV.

\* If you require any of the application materials in alternative format, or wish to discuss submitting an application in an alternative format, please don’t hesitate to contact [bryony@pipacampaign.com](mailto:bryony@pipacampaign.com). Additionally, if you are unable to complete the Application & Monitoring forms in the given written format, please email [bryony@pipacampaign](mailto:bryony@pipacampaign.com).com. She can arrange a phone or video call to take down your answers.

\* *Bryony is not involved in the applicant selection process and all monitoring form discussions will be kept strictly confidential.*

**The deadline for submissions is Monday 13th September 2021, 9am.**

* A short list of candidates will be invited to interview via Zoom. Interviews are expected to be conducted between **27th September and 6th October 2021.**
* The role will start beginning of October 2021, to be decided with the successful candidate.

**Please send your application in one document, as well as a CV and completed Equality and Diversity Monitoring form, downloadable** [**here**](https://pipacampaign.org/resource/project-manager-job?referrer=/toolkit-resources)**, to** [**recruitment@pipacampaign.com**](mailto:recruitment@pipacampaign.com) **by Monday, 13th September 2021, 9am.**

Our application materials are also available in a range of accessible formats, and we accept audio and/or video applications as well as written. Please contact [bryony@pipacampaign.com](mailto:bryony@pipacampaign.com) for further support.

**Outside of access enquiries, all questions about this role and the application process should be directed to** [**recruitment@pipacampaign.com**](mailto:recruitment@pipacampaign.com)**. Please note the PiPA Office is closed 23rd – 30th August, any enquiries will be responded to on our return.**

## Glossary

What do we mean by...

### Flexible Working

At PiPA we are happy to discuss hours and working patterns to maximise both the productivity of the individual and the organisation as a whole.

For this role, while you may be required to work some specific days to facilitate the project, additional working time can be coordinated between yourself and your Line Manager, and can be altered as the project or personal circumstances change.

### Action-Research Project

In this context, action-research means to simultaneously research and take action to bring about social change. Throughout this project, PiPA will be informed by academic enquiry and the hands-on implementation of a programme of professional development for freelancers.

### Intersectional Caring Responsibilities

PiPA’s research to date indicates that if you belong to an under-represented group in the performing arts, you are at a significant disadvantage if you also have caring responsibilities. Intersectionality describes the interconnected nature of social characteristics such as race, class and disability, which create an overlapping and interdependent discrimination or disadvantage. Therefore, if you are a disabled parent, you would have ‘intersectional caring responsibilities’, as you face disadvantage as both a disabled person and as a parent, and the two impact each other.