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| Job Title: | Project Manager |
| Project: | Heritage Project |
| Salary: | £25,200 p/a 21 hrs weekly. (FTE £42,000) |
| Hours: | 21 hrs weekly / flexible |
| Status: | Fixed term contract for 18 months, starting in June 2024 |
| Reporting to: | Director |
| Based at: | Flexible working from home |

Role Purpose & Project

To co-ordinate and manage all elements of the 'Club Kali Network' heritage project including recruiting, organising, training and supporting the volunteer team, overseeing the production of all outputs, promotional and educational activities, monitoring and project evaluation, ensuring expected outcomes will be achieved. The role will be responsive to the needs of project participants and provide them with opportunities to engage, network and share knowledge and resources.

The Project Manager will be expected to manage their own workload, be able to act on their own initiative and to meet project milestones within an agreed timeframe.

Key Responsibilities

- Managing all processes, events and activities of the 'Kali' heritage project.
- Recruiting and inducting a small team of volunteers to work on the project, and supervising these volunteers.
- Recruiting a Steering Committee and facilitating regular meetings.
- Organising and co-facilitating training and engagement sessions for volunteers.
- Facilitating research and data collection.
- Supervising the creation of final project materials.
- Organising a wide range of dissemination activities.
- Organising a wide range of public events and community activities
- Managing the day-to-day budget of the project and reporting to the Kali Directors for expenditure approval.
- Monitoring progress of the project against work plan targets, reporting regularly to the project steering committee and the Kali Directors.
- Promoting the project using a variety of resources.
- Engaging diverse shareholders in the project and encouraging participation.
- Evaluating the project outputs and outcomes.
- Any other requirements for the day-to-day management of the project.

Project Manager: Heritage Project

Person Specification

Essential

- Proven track record of coordinating and managing heritage projects.
- Extensive experience in oral history interviewing and processing.
- An understanding of cross-cutting issues for minority communities, particularly representing LGBT+ communities across the UK.
- An ability to work in partnership with others and to liaise with external organisations and stakeholders.
- Good understanding of the funding process and context for voluntary and community organisations.
- Excellent knowledge of Microsoft 365 and social media management.
- Experience of and strong commitment to motivating, engaging with and communicating all aspects of delivery with stakeholders.
- Experience of delivering educational content, formally or informally.
- Experience of producing materials for a diverse audience.
- Ability and understanding of the importance of working in line with Kali policies and procedures.

Desirable

- Educated to degree level, or be able to demonstrate degree-level analytical skills if gained through other experience and training.
- Ability to produce a range of written reports.

Personal attributes

- Ability to be self-motivated and ability to take initiative.
- An open and non-judgemental attitude.

Approved: May 2024



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Club Kali Network is a not for profit Community Interest Company (CIC) Registration No: 09818019