



APPLICATION PACK

RESILIENCE PROJECT MANAGER



Simon Armitage with his band LYR at Ledbury Poetry Festival



WHO WE ARE

Ledbury Poetry is a beacon for poetry in the UK.

We produce the country's biggest poetry festival as well as offering a year-round programme of poetry events. In addition to this we are in the first phase of a long-term project which will see the Poetry House (Ledbury's iconic Barrett Browning Institute) undergo major capital redevelopment, ultimately creating an inspiring venue for live events, a retail area, a reading room, work spaces, and even a flat for resident poets!

Ledbury Poetry is committed to diversity and inclusion, at every level. Driven by this, we established the prestigious "Ledbury Poetry Critics" programme; a scheme which works to support and develop poetry critics of colour.

As an employer, we pride ourselves on our nurturing, inclusive approach. We recognise and value each member of staff for their individuality and what they bring to the team.

We believe in the powerful role that poetry has to play in everyone's lives and we're working to make everyone feel at home with poetry.



RESILIENCE PROJECT



PROJECT MANAGER

**Part Time - 2 days per week, 18 month fixed term contract
£65,000-£104,000 p/a pro rata (£250-£400 per day)**

Closing date for applications: 1st May 2024, 5pm.

CV & covering letter to: director@ledburypoetry.org.uk

Thanks to funding from National Lottery Heritage Fund, Ledbury Poetry's resilience project is the first stage of an ambitious initiative which will ultimately culminate in the purchase and redevelopment of Ledbury Poetry House, located in the historic Barrett Browning Institute. This initial project will facilitate organisational development and resilience, leaving us in the optimum position for heritage capital redevelopment funding.

The project manager will ensure the successful delivery of Ledbury Poetry's resilience project, in line with our NHLF funding.

They will oversee the appointment of other consultants and professional advisors, scope and agree programmes of work with the Trustees and Director and ensure that the delivery of the work is carried out.

The Project Manager will be the first point of contact for consultants and for any queries relating to the project. The role will require monitoring of budget and project timetable and reporting to the Poetry House sub-committee each month.

The role will require an understanding of audiences for heritage, and to tell our story to enable marketing, audience development; and promoting interest and engagement with Ledbury Poetry House, its historic environment, our contribution to placemaking and building the recognition of Ledbury as the UK's Poetry Town.

KEY TASKS

SKILLS & TRAINING

- Using the findings of the skills audit; to identify areas of potential up-skilling and development which would impact on organisational resilience, and to source and implement relevant training.
- To consider the specific needs of a heritage building, and to put in place the appropriate training and/or policies to ensure key staff are confident and competent in their stewardship of the Poetry House.

ORGANISATIONAL DEVELOPMENT

- To work with the fundraising officer to draw up a fundraising strategy which sets out financial targets and a timeline by which these can be reasonably achieved; including identifying and quantifying funding opportunities relevant to both Ledbury Poetry and, crucially, the redevelopment of the Poetry House.
- Stress-testing revenue options and developing a commercial approach to income delivery. Particular attention should be given to those potential revenue streams which harness and showcase our heritage assets.

REBRAND

- Support the director in identifying and engaging an external Brand Consultant to carry out brand audit.
- Informed by the brand audit; support the Director in delivering a rebrand of Ledbury Poetry, consolidating Ledbury Poetry, Ledbury Poetry Festival, Ledbury Poetry House, and Poetry town, ensuring new branding reflects organisational ethos/values and the artistic vision of the director.
- Ensure the refreshed branding is being used appropriately, to optimum impact, across the organisation.

REPORTING AND FINANCE

- Responsible for ongoing liaison with NLHF, including financial management, grant claims, progress reports.
- Build strong working relationship with Poetry House sub committee and report progress on a monthly basis.
- Prepare budget statements and reports, and oversee committed funds
- Recruit an Evaluation Consultant. This independent consultant will develop and guide a full evaluation framework for the project so that we can monitor progress against the outcomes we aim to achieve. This will include our environmental sustainability measures and will ensure this is part of the evaluation strategy.

PERSON SPECIFICATION

Essential:

- Educated to degree level.
- Proven experience of working in a project management role
- Excellent administrative and IT/digital skills.
- Ability to commission, manage and support consultants.
- Excellent communicator at all levels.
- The ability to work effectively with Ledbury Poetry staff and volunteers.
- Strong partnership and networking skills.
- Ability to manage effective reporting and evaluation.
- Ability to innovate and self-motivate to achieve the aims of the project.
- Excellent organisational and time management skills and be able to prioritise and deliver to deadlines.
- Financial acumen, with experience of budget management.

Desirable:

- Excellent track record in successfully delivery of heritage related projects.
- PRINCE2 Foundation/ Practitioner certification, (or PMO/P30 qualification) or desire to take this training and exam.
- Experience of working with heritage data (Galleries, Libraries, Archives, Museums or Historic Environment).