

COMMUNITY INCLUSION PROJECT MANAGER

The Stables in Milton Keynes is one of the UK's leading music organisations, presenting over 400 concerts across all music genres, and delivering 250 learning and participation projects per annum, including the National Youth Music Camps.



It also produces IF: Milton Keynes International Festival, a biennial multi-artform festival which engages people with extraordinary events in unusual spaces and in unexpected ways. Part of Arts Council England's National Portfolio, The Stables is preparing for its 50th birthday celebrations in 2020 by looking to expand the impact of its work locally, regionally and nationally.

THE ROLE

Please note that this is a freelance role and is not permanently based at The Stables.

The Community Inclusion Project Manager will play a pivotal role in creating new connections between The Stables, IF: Milton Keynes International Festival and D/deaf and disabled people. The Community Inclusion Project Manager will be responsible for creating connections within Milton Keynes and ensuring that The Stables and the Festival are appropriately prepared for these new partnerships.

This role will support the delivery of a new project funded by MK Community Foundation which includes an extensive programme focussing on and enhancing the organisation's approach to working with D/deaf and disabled people as participants, audience members and performers.

The successful candidate will need to demonstrate an ability to work with a good degree of independence and responsibility whilst maintaining ongoing communication to keep in touch with the team.

An understanding of accessible arts, inclusion, working with disabled people, project management and ways to engage a wide range of people is central to the role. Communication skills are key, along with an ability to maintain the big picture as well as retaining high levels of attention to detail.

The Community Inclusion Project Manager will require a flexible yet methodical approach with a 'can do' attitude. The ability to absorb information quickly, integrate into an existing team and organisational culture, and work with established systems and processes to ensure a joined-up approach is essential. It will be important to build relationships with local networks, so a good knowledge of / connection with the Milton Keynes area is desirable.

KEY TASKS

- Establish relationships across Milton Keynes with organisations representing D/deaf and disabled groups to build new audiences for The Stables and the Festival
- Promote access initiatives to D/deaf and disabled audiences
- Work in partnership with key agencies including Attitude is Everything, The Open University and Graeae Theatre Company (who have a special relationship with The Stables and the Festival)
- Support the delivery of a professional disability awareness continuing professional development (CPD) programme

- Research and support the roll-out of systems and new technologies which could improve the accessibility of The Stables venue and the Festival
- Work with the marketing and communications team to raise awareness of the work of The Stables and the Festival
- Support the roll-out of new digital systems
- Act as a welcome host/point of contact for new and existing D/deaf and disabled audiences at relevant events at The Stables and the Festival
- Undertake efficient and effective project administration working within given guidelines to ensure accurate financial controls are in place to work within budget
- Arrange meetings, keep minutes and distribute notes from meetings, maintaining appropriate and accurate records as required.
- Undertake any other duties as required that are commensurate with the general level of responsibility of this post

TERMS OF ENGAGEMENT

Location: Based at The Stables in Wavendon, Milton Keynes. This requires the post-holder to have access to suitable transport to attend the rural location of The Stables venue.

Reporting: This role will report to Lucy Davies, Executive Director

Dates: This is a one-year contract with an expected start date in October/November 2019.

The contract is to include all research, preparation, planning, meetings, delivery, evaluation and reporting. Working hours are flexible to suit the needs of the role.

Anticipated commitment is flexible to the needs of the role. Key dates include IF: Milton Keynes International Festival which takes place from 17 – 26 July 2020. It is anticipated that there may be a concentrated period of work in advance of, during and immediately following the Festival.

Contract: This role is offered as a freelance, temporary contract.

Fees: Up to £20,000 depending on experience and availability (plus VAT if applicable)

Out-of-pocket expenses when working away from home in the course of the agreed schedule will be reimbursed on submission of relevant VAT receipts (see below).

Submission: Please submit your CV and up to 2-pages of A4 outlining your suitability for the role by midday on 23 September 2019. Your submission should set out how you would seek to tackle the project and how much time you would commit to ensuring its success.

Alternative formats to written applications are accepted as a reasonable adjustment.

Interviews: Shortlisted candidates will be invited for an interview on Thursday 3 October 2019

Criteria	Essential	Desirable
Educational Qualifications & Training	<ul style="list-style-type: none"> • Good GCSE passes or evidence of relevant experience 	
Job Related Experience	<ul style="list-style-type: none"> • Previous inclusive arts experience (or at least community engagement experience) • Excellent organisational and administrative skills • Excellent IT skills including all aspects Microsoft Office – Word, Excel and Outlook • Good written skills and attention to detail • Excellent interpersonal skills • Previous project management experience • Experience of presenting to diverse groups 	<ul style="list-style-type: none"> • An understanding of the requirements of the Disability Discrimination Act
Personal Qualities	<ul style="list-style-type: none"> • Outgoing personality who can work with good humour, tact and diplomacy under pressure • Self-motivation • Methodical and accurate • Creative thinker • Can adapt to existing ways of working/organisational culture • Ability to problem solve quickly and independently • Good time management skills and ability to prioritise and work to deadlines • A good knowledge of and interest in a wide variety of the arts • Able to maintain a positive outlook and positive working environment 	<ul style="list-style-type: none"> • Previous experience of Festivals/IF: Milton Keynes International Festival • Local knowledge and familiarity with Milton Keynes
Other	<ul style="list-style-type: none"> • Passionate about this particular role • Enthusiastic and well organised • Good personal presentation • Prepared to take a hands-on approach • Flexible/ able to work the occasional evening/weekend as required • Clean, current driving licence and/or access to transport as The Stables is in a rural location 	

If you have any questions, please contact Lucy Davies on 01908 280831 or lucy.davies@stables.org

