**Freelance Community Project Manager**

**Employment Type:** Freelance contract.   
  
**Contract Length:** October 2024 to March 2025 with an option to extend

**Remuneration:** 50 days at £250.00 / dayFlexible working to be agreed

**Reporting to:** Creative Director and Head of Production  
  
**Required:** Access to a car for work use. Public Liability Insurance. **Location:** Hybrid remote and office in Hereford, with frequent travel to South Wye.

**Start Date:** 1st Oct 2024

**About Our Place Programme**

Over 3-years, the “Our Place” programme will establish a new model for **community arts (change to community based socially engaged art practice)** in Herefordshire, one of the UK's most rural counties, improving quality of life through enhanced cultural opportunities. The project is led by the Hereford Cultural Partnership and delivered by three established local cultural organisations, Leominster Cultural Consortium, Rural Media Charity, and Meadow Arts. They will collaborate with local communities in Leominster, South Wye and the Golden Valley to create and showcase live performances, digital content and visual art.

The Our Place programme is generously supported using public funding by the National Lottery through Arts Council England and match funding from Herefordshire Council under the UK Shared Prosperity Fund.

**Job Purpose (Rural Media Charity):**

* Lead on the implementation and delivery of the Rural Media Charity strand of Our Place over three years, engaging with communities in the South Wye Area to produce and showcase digital creative work.
* With the support of Rural Media Charity and the wider Our Place team help establish a new model for **community arts (change to community based socially engaged art practice)**, improving quality of life through enhanced cultural opportunities.

## **Role:**

* Build and maintain relationships with local organisations across South Wye to share and promote the project to reach as wide a range of participants as possible.
* Deliver proactive and inclusive outreach to engage community members throughout the life of the project
* Co-facilitate delivery and participation sessions with support from Rural Media Charity staff and the wider Our Place team, to meet the outcomes of the project
* Maintain an open, supportive, creative, rewarding and fun environment for participants.
* Ensure strong pastoral care and staff responsiveness for participating young people.
* Ensure all relevant support services are well signposted for participants, with proper referral channels established.
* Ensure all project sessions are properly timetabled and resourced.
* Coordinate any relevant off-site visits, including transport and chaperones.
* Manage project budget in consultation with Finance Manager and Head of Production.
* Ensure all project activity and communications adhere to the project's and project funder’s branding and corporate policies and requirements, in consultation with Rural Media’s Social Media & Marketing team
* Create regular reports for Rural Media and Our Place team
* With support from the wider Our Place Programme Manager, ensure all relevant data for evaluation and reporting is captured.
* Ensure all Rural Media Charities targets and KPIs are met

All duties to be carried out with due regard to:

* Health and Safety
* Child and Vulnerable Adult Safeguarding
* Data Protection and Confidentiality
* Equality, Diversity and Inclusion Policy
* Environmental Policy