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PROJECT MANAGER

Manaidsear Pròiseict

Invergordon Evolution: Residency and Commissioning Project
Mean-fhàs Inbhir Ghòrdain: Pròiseact Còmhnaidheach is Barantachaidh

Invergordon off the Wall
58 Birchwood
Invergordon
IV18 0BJ

Deadline: 5 pm – 29 July 2011

This Application Pack contains:

- information sheet
- project details
- job description
- person specification
- equal opportunities policy

Information Sheet

1. How to apply

Please send a current Curriculum Vitae and a supporting letter that clearly details:

- why you are interested in this post
- your relevant experience
- how you would approach this project in a community centred way

Please ensure that the CV and letter are no more than 8 x A4 sides in total.

Please send details of two referees, one of whom you are happy for us to contact prior to interview.

Applications should be returned **by 5 pm on Friday 29 July 2011** to

Invergordon *off the Wall*
58 Birchwood
Invergordon
IV18 0BJ

Email address invergor@aol.com

Applications are encouraged by e-mail and will be acknowledged on receipt; a hard copy is not required as you will be asked to sign your application form, if invited to interview.

Selection Process

Applications will be short-listed and candidates informed by e-mail by Thursday 04 August. Interviews will take place in Invergordon during the week beginning Monday 15 August.

Interview expenses will be capped at £100 per applicant

Information for applicants with disabilities

If required we will arrange to have the application details made available in other formats such as tape or large print. Please let us know as soon as possible as we may need to ask for assistance from other agencies; contact us if there is any other assistance you require.

2. Project Details

The project will be based in the Invergordon area.

IOTW has high aspirations for the **Evolution-Invergordon Project**

We are embarking on a process where creativity will enhance local regeneration.

We are seeking a diplomatic, well motivated, inspiring person or team prepared to organise the four elements of this project.

1. **Fusions:** welding sculptural residency
2. **Reflections:** mosaic, glass and construction residency
3. **Foundations:** stone working residency
4. **Connections:** a local cultural partnership

The four themes of Evolution overlap and inform one another – the increase in confidence can come from the community reminding itself of the value of its creative heritage and ability; celebrating and enhancing the creative talents, energy and experience of the local community.

We anticipate that this project can be a catalyst for rebranding and marketing the town and hope that by bringing people together with shared purpose, we can enhance community cohesion. Therefore you will ideally have experience of working with and for a disparate community and have developed the sensitivities required for this post.

Background of Invergordon:

From the Leader plan for Cromarty Firth Ward

“Invergordon is an important Highland port on the Cromarty Firth. The port is a source of employment through service provision and also potential tourism revenue due to visits from c.50 cruise liners per annum. Other employment sources are distilling, food processing and microelectronics. The population at 2001 was 3,890 and is now estimated to be 4,184. Local Plan housing projections estimate that between 450 and 555 new houses will be needed by 2017. The town has suffered from the closure of the aluminium smelter (1982) and the rundown of the fabrication yard at Nigg and faces a number of challenges in economic and social terms.”

Invergordon has a high incidence of unemployed young people; with your help we can raise their aspirations.

3. The Art Works

As stated previously, three of the residencies will result in permanent features for the town of Invergordon.

These must be created from appropriate and durable materials. The Project Manager will liaise with artists and craftspeople to ensure safe installation.

Other smaller functional art works may be included in the overall plan to meet local needs and ideas which emerge from preparatory work.

It is hoped that some of the work done by the community at creative sessions can be exhibited as part of the celebration/launch event of the art works. This would include work done at any creative sessions on the performing arts.

4. Site

The planning consent for this development will require close liaison with both Highland Council Planning Department and Roads Department, who have indicated a willingness to be part of this process.

5. Community Participation

The project must meet the vision and aims of the Inspiring Communities Fund; to inspire and enable more people in Scotland to engage with and enjoy the arts; to become creative and imaginative members of a confident, cultured nation.

We want to ensure that the project is done by and with the community, not for the community and that it is inclusive, engaging as many people as possible.

The artists, supported by the Project Manager, will work with local people to develop the project in a way that takes on board their ideas and experiences. It will reflect the history and heritage of the local area and build on existing local strengths and attributes; acknowledging and celebrating diversity within the community.

This will contribute to a more empowered community, with a greater awareness of the issues that affect it and greater capacity in the form of improved skills and confidence to deal with these.

The Project Manager will work with lead artists to organise a series of creative sessions, in preparation for the project, identifying the themes arising from the local community.

The Project Manager will have responsibility for promoting the creative sessions, encouraging attendance, monitoring and evaluating these, and reporting to the IOTW Directors.

A major launch/celebration will be held at the end of the project; responsibility for organising this event will be shared by the artists and the Project Manager.

6. Timetable and Phasing

The project is to be completed by December 2012.

The artist recruitment phase of the project is now complete. All subsequent timetabling is to be agreed according to the availability of preferred artists, craftsmen and volunteers.

The fabrication and installation of the artworks and final written reports are expected to be fully completed by December 2012.

7. Details of Project Team

Responsibility for the day-to-day management of the project will rest with the Project Manager. All artists will report to the Project Manager who will report to a named director from the IOTW Board and will receive ongoing support from this director. The Project Manager will also feedback directly to the board, attending meetings as required.

Additional support and mentoring for the Project Manager and artists will be provided by the Project Mentor appointed by Hi-Arts and funded by Creative Scotland.

Ongoing participative evaluation will be assisted by a group made up of

- three representatives from the local community
- one member of IOTW
- two project mentors
- current artists
- Project Manager

8. Job Details

Job Title: Project Manager
 Location: Invergordon
 Responsible to: Directors of Invergordon *off* the Wall
 Salary: £25000 per annum

Hours of work:

Flexible: It is expected that this post will incur some unsociable hours due to the nature of community work.

Due to funding restrictions this is a time limited contract which must be completed within the timescale allocated.

Job Purpose:



This is a new post which will be instrumental in delivering this significant community led public art project.

Responsibilities include:

- ensuring the smooth running of the project
- supporting the chosen artists
- creating and maintaining good partnerships within the local community
- marketing and promoting the project locally and further afield

Summary of responsibilities:

Community Liaison

- establish contact and liaise between groups and individuals in the community and the sessional artists to ensure maximum participation in the project
- manage and promote programme of sessional artists' workshops within the local community
- work with existing local agencies, UHI, North highland college, SDS to maximise the impact of skills workshops; enhancing local young people's employability
- develop and implement clear communications strategies amongst all project participants
- arrange timetabling/bookings of workshops and ordering of materials, etc, as required by all artists

Financial

- monitor overall project budgets with the IOTW treasurer
- produce, monitor and report regularly on individual budgets for each residency, sessional artists' workshops, and marketing and promotion

Promotion

- assist the Directors of IOTW in the promotion of the project overall
- lead on management and delivery of launch events for the art works

General

- assist artists in securing all permissions required for siting and building of art works
- organise contractual agreements with partners as required
- organise ongoing workshop space to suit artists' requirements and accommodate learning opportunities safely
- liaise with other professionals, and trades as required by the artists and IOTW for the completion of the art works
- maintain high quality, courteous and professional relations with all participants and stakeholders at all times
- organise PVG disclosures for artists working with children and vulnerable adults

Monitoring and Evaluation

- work with artists and group of appointed critical friends to mutually agreed LEAP framework
- organise and work with artists on monitoring and evaluation of creative sessions
- ongoing monitoring of progress against all targets incorporated in the applications to Creative Scotland, Leader and Highland Council
- create a final report which incorporates all community requirements and funders' information

8. Person Specification

Attributes	Essential	Desirable
Qualifications	Good track record of academic achievement in relevant subjects	Degree level or equivalent in relevant subject
Knowledge	Budgeting and working with spreadsheets Health and safety planning Current relevant legislation	Current best practice for community and education based arts projects Marketing Evaluation
Experience	Project management Working in community contexts Working on arts projects	Arts project management, including public art Working with artists
Skills	Strong people skills Organisational abilities Driving licence Good communications skills Diplomacy IT literate Report writing Flexible approach and able to manage own workload Drive and initiative, self motivated Solution seeking mentality	Production of promotional/marketing material Lateral thinking

Equal Opportunities Policy

Invergordon Off the Wall (IOTW) is dedicated to promoting equal opportunities for all staff and volunteers. All staff, children, parents, volunteers and trainees have a right to expect, and a duty to ensure, that no person will be disadvantaged because of their race, colour, ethnic or national origins or their religion, gender, sexual orientation, disabilities, marital status or appearance or any other factor which may form the basis of discrimination.

The Chairman of the Board of Directors has overall responsibility for the policy.

The policy aims to:

- Ascertain that the services provided by IOTW are managed in a manner that ensures that no groups/no one person are/is disadvantaged (through effective record keeping and monitoring)
- Inform all personnel, parents and carers of the content and procedural implications of the policy.
- Ensure that all artists, personnel, volunteers, students and applicants for jobs and educational programmes are aware of the policy and their related rights and responsibilities.
- Effect appropriate action, through IOTW's disciplinary procedures, against any member of personnel who contravenes policy
 1. All personnel have a responsibility for eliminating discrimination
 2. Personnel can enhance the quality of service provision and protect themselves by understanding those sections of the policy which are relevant to their position and roles.

In particular, personnel:

- Will not discriminate and will draw the attention of the Chairman to alleged discrimination
- Will not encourage personnel or children to act in a way which contravenes the law or undermines the policy

Adopted Friday 9 November 2005.