



Job Description/Employee Specification

Job Title: Project Manager (p/t)

Reports to: Chair of the board

Time scale: Late January 2022 – 31 March 2022

Number of Days – min 7 / max 13

Pay £150 per day

Main purposes of the Job

Lancaster Litfest aims to stimulate, promote and reflect the best in contemporary literature, illustration and ideas in the UK and beyond. As one of the oldest literature festivals in the country we have successfully created a wide variety of events for, and with, audiences since 1978, always championing the local and the international. Currently a volunteer organisation, we now seek to build on this legacy to create the capacity to deliver programmes and events all year round leading up to and beyond the festival.

To be able to deliver our ambition, Lancaster Litfest requires a part-time Project Manager to manage two key projects as part our programme of activity to accompany our 2022 Festival. The projects are designed to develop our audiences and participants in Lancaster and the wider area, encouraging reading, and poetry and environmental awareness across the region and building engagement with our festival, which will take place between 8th and 20th March 2022.

We require the successful candidate to manage these two aspects of the festival on time, within budget and within scope. To oversee all aspects of the projects and to set deadlines, assign responsibilities and monitor and summarise progress of the projects for the board.

The two projects are:

1) The “Litfest Big Read” – a northwest-wide reading campaign featuring two books, one for younger readers and one for adults. We will collaborate with Lancashire County Library Service to encourage as many people as possible across the region to read the chosen books, in time for events with each of the authors during the Festival in March 2022 and in the month following. The Project Manager will need to work with the authors,

publishers and libraries to ensure the books are stocked, the campaign is marketed, and to organise the author events.

2) “This Place, This Planet” – a worldwide call-out for poems in English, especially from the northwest of England about our place on this planet in the context of the climate crisis, with a deadline of 9th March. Litfest will create an international poetry map, similar to the one it created for “Places of Poetry - Northwest” in March 2021, with the aim of creating an event involving 12 poets selected and presented by the poet Helen Mort from among all the eligible submissions received, including those from Lancaster & District schools, the northwest generally and from all over the world.

The 2022 Festival will be primarily organised by Litfest’s board of trustees, however, as events approach some support may be required from the Project Manager if time allows.

The candidate will have at least 2 years project management experience, preferably within the arts sector. They should be able to work flexibly, be self-motivated and demonstrate the ability to be creative in their approach.

Access is available to the Litfest office in The Storey, Lancaster, as a work base if required. Interviews will be held on Saturday 8th January and the successful candidate would be expected to start by 1st February at the latest (although preferably before). Interviews may be held online depending on current Covid restrictions.

Key Responsibilities:

- Coordinate internal resources and artists for the delivery of the projects
- Ensure resource availability and allocation
- Establish and maintain relationships with artists and communities
- Ensure that all projects are delivered on-time, within scope and within budget
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Create and maintain comprehensive project documentation
- Perform risk management to minimize project risks and operate within Covid guidelines
- Meet with board to take detailed ordering briefs and clarify specific requirements of each project
- Manage the relationship with the board and all stakeholders, reporting regularly on project progress.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop comprehensive project plans to be shared with the board
- Meet budgetary objectives and adjust project constraints based on financial analysis
- Support with reporting after project completion
- Perform other related duties as assigned

Employee specification

Interpersonal skills

Ability and confidence to communicate effectively at all levels, both verbally and in writing, with experience of influencing and negotiating. Ability to adapt the presentation of project information to make it relevant for different audiences.	E
Support the delivery of an effective and professional project management service by leading by example, sharing knowledge and providing support to the board members and the artists involved in the projects.	E

Specific managerial skills

Demonstrable experience of stakeholder engagement and working effectively in teams	D
Manage co-ordination of all inputs to the projects for which you are responsible	E
Manage work in progress: lead, direct and co-ordinate the projects ensuring the work is delivered to the highest possible standards.	E
Take appropriate action where performance falls below standards.	E

Work experience

Proven working experience in project management, dealing with all aspects of delivering a project.	E
Proven experience of managing allocated resources and budgets effectively, with the ability to monitor and control costs where possible.	E
Proven experience of planning and delivering projects to an agreed time and quality	E
Experience of preparing and disseminating post contract project reviews following consultation with project stakeholders ensuring that key lessons learnt are circulated to the board.	D
Responsible for the maintenance of documentation and records as appropriate.	E
Knowledge of safe working practices and risk management	D

Specific technical skills

Ability to use Microsoft office or equivalent IT packages	E
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How to Apply:

To apply, please send a CV and covering letter, detailing how you meet the criteria for the job by email to thechair@litfest.org to reach us by midnight on 29th December 2021.