

IVE Project Manager

Salary 30k-32k pro-rata

14 to 21 hours per week/Flexible

We are creatIVE. We are IVE.

In 2024 IVE will celebrate 26 years of working passionately in support of the development of creativity in children and young people. IVE (formerly CapeUK) champions creativity as a vehicle that engages learners across the curriculum, and we believe that creativity is an innate core human skill that society and the education system must embrace to ensure all our futures.

We deliver a range of targeted programmes, working with schools to better equip young people for work in the future. We deliver a range of bespoke programmes in and out of schools, ranging from interventions to support young people into exciting careers to our Applied Creativity Labs® (ACLs) in schools - an innovative 10-session programme that empowers young people to develop creative thinking skills and behaviours to find new creative solutions to real world problems. Find out more about our ACLs here: [Applied Creativity Labs | We Are IVE](#)

We are now looking for an experienced Project Manager to join our expanding organisation.

For more information or for an informal discussion about your application, please email evie@weareive.org or phone (0113) 322 3050 website: www.weareive.org

1. More about the role:

Overview

- To plan, organise and manage a range of projects including our Applied Creativity Labs and employability-related projects supporting young people into higher level careers.
- To forge positive relationships with schools, further/higher education institutions, local authorities, representatives and other key-stakeholders as required for project delivery.
- To drive forward IVE's mission to improve the lives of children and young people by preparing them to face the future with creativity and self-belief.
- To support the Executive Director and pool of associates in building positive relationships with schools, communities, businesses, and third sector organisations to help IVE develop its profile and reach.
- To be flexible and adaptable in role as new areas of work emerge.
- To prepare reports for funders, the board and other target audiences.
- To ensure compliance with all IVE policies, procedures and protocols.
- To ensure that our commitment to diversity is embedded across the organisation.

2. We are looking for a Project Manager with:

Essential:

- A high standard of skill and expertise when managing projects.
- Passionate about developing the life chances of children and young people.
- A passion for creativity!
- At least 2 years' experience in project management role(s) that demonstrate excellent outcomes.
- Able to work independently as well as being able to lead and manage a team.
- Excellent organisational skills and an ability to prioritise work to meet deadlines.
- Committed to inclusion, equity and diversity.
- Based in Yorkshire & the Humber with ability and willingness to travel across the region and to attend in-person meetings in Leeds on a Tuesday.
- Solution focused and emotionally intelligent.

Desirable (including DBS certificate):

- Experience managing educational projects with schools and other youth sector organisations.
- Experience of working in mainstream and/or alternative settings.

3. How to apply (including Timeline)

Deadline date: **4th February 2024**

Interview date: **Week beginning 5th February**

Announcement date: **Week beginning 12th February**

Rough start date: **Week beginning 19th February**

If you are interested in this opportunity, please complete and send:

- Max 2 sides of A4 letter of application
- OR a video or audio application responding to each of the criteria listed (no longer than 3 minutes).
- Contact information including full name, phone number, and email address
- An up-to-date CV (no more than 2 sides)
- Availability for an interview or any scheduling constraints
- Any additional information or documentation you believe is relevant to your application.

Project Manager	
Reports to	Executive Director
Responsible for	Programme Coordinator

Job purpose		
1	Build and maintain partnerships with organisations and individuals delivering the project and provide support where appropriate	60%
2	Liaise with funders and other partners delivering interventions	20%
3	Monitor projects against KPIs, draft funder reports working to the Executive Director and Senior Associates	10%
4	Share the findings from projects both internally and as part of any dissemination plans - connecting the work more broadly.	10%
Key responsibilities		
1.1	Build relationships with partners and schools ensuring that progress is made against project plans/objectives and barriers to success are removed	
1.2	Build relationships with agencies in the youth, community and with Industry/business and in designated areas as required	
1.3	Support steering groups for the management of projects	
1.4	Identify learning needs of partners and provide or signpost to support	
1.5	Support project partners to reflect on and develop their practice	
	Identify opportunities within regional or national programmes	
2.1	Work with contract holders to report on progress	
2.2	Share learning from projects with key stakeholders.	
3.1	Establish monitoring processes for projects with support from Executive Director and Senior Associates	
3.2	Assess projects regularly against KPIs and work with colleagues to identify success factors and overcome challenges/barriers	
3.3	Produce project reports for funders and for internal use	
4.1	Report back to IVE on best practice and other key learning points	
4.2	Present the work internally and where required to a wider audience	
4.3	Contribute to any other identified areas of work as agreed with Executive Director	
Person specification		
	<p>Knowledge</p> <p>A degree in a relevant discipline.</p> <p>Good knowledge of relevant sectors particularly in relation to NEET and disadvantaged young people engagement programmes.</p> <p>Knowledge of curriculum, Ofsted framework, attainment pressures and other drivers affecting schools.</p> <p>Understanding of outcomes related projects/funding.</p>	

Experience

Experience of managing complex projects.

Experience in monitoring KPIs and relevant documentation required by funders.

Experienced in managing projects aimed at disadvantaged young people and the challenges around this.

Experienced in identifying new projects arising from the work or partnerships established.

Technical

Excellent IT skills and good awareness of social media.

Communications

Excellent verbal communication skills and able to convey messages effectively.

Able to persuade, influence and negotiate with individuals at all levels.

Self-awareness and the ability to work as a team.

Leadership

Able to work independently as well as being able to lead a team when required.

Resilience, tenacious and the ability to cope with change and uncertainty.

Self-motivated and a positive can do attitude.

Able to develop collaborative approaches working within partnerships.

A creative, innovative approach to problem solving.

Planning

Excellent organisational skills and an ability to prioritise work to meet deadlines.

Other key requirements

Able to travel across the region and nationally where required.

A commitment to equality and diversity.