

MAGIC ME

JOB PACK



PROJECT MANAGER

IN SHORT ...

The opportunity:

Embark on a magical journey with Magic Me as our Project Manager and become instrumental in developing new initiatives and fostering relationships within our Tower Hamlets community, and deliver our established innovative creative care home work in Essex & beyond. You will be instrumental in driving positive change and creating opportunities for connection and creative sparks for care home residents, care home staff, and Tower Hamlets residents of all ages. As a key part of the Programme Team, you'll foster trust and participation and lead on the impactful delivery and evaluation of multiple creative projects, all rooted in our core values of collaboration, creativity, inclusion, and thoughtfulness. You'll build connections and networks with our diverse community of stakeholders and represent Magic Me, attending events and conferences to champion our mission and values on a broader stage.

About you:

You thrive on cultivating relationships across diverse sectors and experiences, and are driven by a passion for co-designing and delivering impactful community projects. You're ready to make a real difference in the lives of individuals and communities through applying your project management skills. You love collaborating, working hand in hand with partners, artists, and participants to find exciting, impactful solutions. You will bring a reflective practice and skills in effective project evaluation to inform future project plans, ensuring a continuous cycle of improvement and growth. Dedicated to challenging ageism and fostering community through the arts, you are a meticulous planner, remaining agile enough to pivot swiftly if circumstances change.

About Magic Me:

At Magic Me, we envision a world without ageism, where everyone can enjoy their unique creativity and full potential. Our mission is to inspire change - for individuals, communities and systems - through extraordinary art, sparking magic between generations. For three decades, we've pioneered intergenerational arts practices, crafting innovative projects in the vibrant borough of Tower Hamlets, east London, and been leaders in creative care home work in London and Essex. Our work transcends social boundaries, combats isolation, and builds rich community connections.

THE CONTRACT

Salary and Terms: £30,000 - £35,000 PA, 35 hours per week (12 month fixed term)

Location: Bethnal Green, E2, East London. Hybrid working negotiable.

Holiday: 25 days + bank holidays + days between Christmas & New Year.

Additionally we are trialling an additional week of leave during August 2024 to see how colleagues benefit from a shared holiday during the summer period.

www.magicme.co.uk



WHO ARE WE LOOKING FOR:

We're looking for Project Managers who are passionate about building connections and bringing innovative community arts and creative care home projects to life. You will have a knack for effective planning, budget management and evaluating outcomes, while ensuring all project activities are carried out effectively. You're passionate about building connections and co-designing forward thinking projects with artists and community partners, drawing on Magic Me's expertise in intergenerational arts and care home creativity.

We actively encourage applications from individuals from minoritised communities and disabled candidates. If you're curious and would like an informal chat about this exciting opportunity, reach out to Programme Director, Kate Hodson at info@magicme.co.uk.

Ready to embark on a journey of collaboration, creativity, and community impact? Join us and let's create magic together!

KEY SKILLS WE'RE SEEKING:

Relationship Building & Collaboration:

- A proven builder and maintainer of trusting relationships with project partners, including community/arts organisations, older people services, and care homes.
- A strong collaborator with partners, artists, and participants to co-design groundbreaking community arts projects.

Project Delivery & Learning:

- Able to craft and manage partnership agreements, artist briefs, and contracts to ensure clarity and alignment.
- A detailed planner, with a track record of delivering projects to achieve agreed aims, outcomes, and outputs.
- Confidence in creating, managing and reporting on project budgets, including quarterly spend and forecasting.
- A diviser of evaluation and monitoring plans for projects, ensuring all requirements are met for funders and internal reflection/learning.
- An assured risk manager, ensuring all risk assessments, licenses, health and safety, and safeguarding procedures are in place for project activities
- A confident producer of performances, artistic outcomes and events that involve community participation.

WHO ARE WE LOOKING FOR:

- Keen to represent Magic Me, attending events, conferences, and external meetings to champion our mission and values.
- Collaborate closely with the Programme Director to distill learnings and insights from projects, enriching Magic Me's artist training initiatives with real-world experience.
- Partner with colleagues to craft compelling reports for funders, leveraging your insight and storytelling prowess to secure vital support for our work.

People Collaboration:

- Oversee project staff, including freelance artists and experts like dementia specialists, throughout the project lifecycle, ensuring seamless coordination and capturing valuable insights for continuous improvement.
- Source and onboard volunteers as needed, ensuring they are equipped with the knowledge and resources to contribute effectively to our mission.
- Provide line management for team members as required, offering support, guidance, and empowerment to foster a culture of excellence and collaboration. (Please note this role does not currently have line management responsibility but it may do in the future)

ABOUT THE MAGIC ME ADVENTURE:

Our expertise in bringing best practice arts to care home communities, challenges low expectations, increasing quality of life and wellbeing for residents and staff. Our recent inclusion as one of Arts Council England's National Portfolio Organisations heralds a new era of growth and innovation.

Why now is the perfect time to join:

This isn't just a job; it's an invitation to be part of a dynamic chapter in Magic Me's history. Our new 3-Year Strategic Plan responds to post-COVID needs, building on decades of intergenerational arts expertise. Through the pandemic, we continued to connect communities, launching innovative projects like Magic Moments, which are now set to evolve further.

ABOUT THE MAGIC ME ADVENTURE:

Our **3 Year Strategic Plan** from 2023/24 focuses on three objectives:

- Cultivating enduring partnerships, offering fresh approaches to community building that serve the needs of our east London communities;
- Increasing our reach to embrace care homes for older people in London, Essex and beyond;
- Unleashing the formidable power of the arts and intergenerational activism to boldly challenge ageism, ushering in waves of positive, enduring change.

Our anti-racism Action Plan runs across all work strands. We passionately believe that by increasing the diversity and inclusivity within our organisation and team we will improve the relevance and the quality of our work.

As we make a step change towards a world without ageism, you're invited to play a pivotal role in our growth. The Project Manager position is a key role in the delivery of projects in Tower Hamlets & Essex over the next 12 months. This includes curating a local programme of intergenerational projects that offer innovative approaches and directly address the evolving needs of our vibrant community, as well as delivering and evolving our groundbreaking care home creativity project ready to reach even more homes.



APPLY NOW

If you're a dynamic individual with the essential skills and a sprinkle of the desirable, ready to bring your passion and expertise to the forefront of Magic Me's transformative work, we encourage you to apply. Join us in creating magic and making a lasting impact in our community through the arts!

www.magicme.co.uk



PROJECT MANAGER - PERSON SPECIFICATION

ESSENTIAL

- **Project Management Skills:** Demonstrated capability in planning and executing multiple projects concurrently, with adaptability to changing circumstances.
- **Budget Management:** Managing multiple project budgets, overseeing quarterly spend and forecasting to ensure financial stability.
- **Communication and Relationship Building:** Confident communication skills enabling positive relationships with diverse individuals of all ages and backgrounds.
- **Relationship Management:** Proven ability to build and sustain relationships with various organisations such as housing, care, education, community, and arts sectors.
- **Community Project Experience:** Hands-on experience in co-designing, developing, and evaluating community projects in collaboration with partners and participants.
- **Artist Collaboration Experience:** Experience in managing and collaborating with artists and creatives, enhancing project creativity and impact.
- **Commitment to Inclusion:** Dedication to fostering inclusion and ensuring accessibility in Magic Me's projects.
- **Passion for Arts and Creativity:** Demonstrable interest in the arts and creativity and their transformative potential in community building, addressing isolation, and enhancing wellbeing.
- **Staff Management Experience:** Experience in managing freelance or sessional staff, as well as line management responsibilities.

DESIRABLE

- **Demonstrable experience of working with care home staff or care home providers** to deliver collaborative projects.
- **Connection to Tower Hamlets:** Strong ties to Tower Hamlets and its communities, demonstrating a deep understanding of its dynamics and needs.
- **Tower Hamlets Community Language Proficiency:** A speaker of a Tower Hamlets Community language to facilitate communication with communities.
- **Production Experience:** Experience as a Producer of community artworks, performances, or sharing events in professional and non-professional settings.
- **Coaching and Mentoring Skills:** Experience in coaching, mentoring, and developing staff or trainees, nurturing talent within the organisation.

APPLICATION PROCESS

Applications are open until Tuesday 7 May 2024, at 9am

Potential Project Managers will be shortlisted for short first stage interviews which will take place online on Monday 13 May 2024. Second stage interviews will take place in person at our Pott Street base on Thursday 16 May 2024, for which candidates will be asked to prepare a task.

Head over to the "join our team" page on our website at www.magicme.co.uk to complete your application. Please submit an updated CV and complete our online form. You may want to refer to this document to support your application, especially the "who we are looking for" section.

Should you require further information, have any queries, or wish to explore this opportunity further through an informal discussion, reach out to our Programme Director, Kate Hodson, at info@magicme.co.uk for a chat.

We look forward to reading your application!



Photo: Samia Meah, Quality Street project

APPLY NOW

"I'm lost for words, it's fantastic. It's such a good idea, all coming together as one."

- Older participant



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