

## Job Description

**Job Title:** Community Project Manager

**Responsible to:** Community Programme Manager

**Salary:** £26,000 per annum on a PAYE basis

**Working Hours:** This is a full time position. The post holder will need to embrace a degree of flexible working with core hours to be agreed with you line-manager. This may include evening and weekend work where needed.

The post holder is entitled to 20 annual days holiday plus 8 days bank holidays

**Holiday:** The post holder is entitled to 20 annual days holiday plus 8 days bank holidays

**Contract:** This is a fixed term two year contract with the potential for extension by mutual agreement.

**Review:** As our community programme team expands to include new roles and new areas of work, we will be reviewing the team structure, responsibilities and job roles on a six-monthly basis in consultation with all staff. This is in order to ensure that job descriptions are fit for purpose and that everyone can work to their strengths and feel supported to learn and grow.

**Location:** Cardiff

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## About NoFit State

NoFit State is the UK's leading large-scale contemporary circus company, producing professional touring productions and a wide variety of community, training and education projects for people of all ages. Over the past ten years NoFit State's touring productions have visited 19 different countries, played to audiences of more than 1.6 million, been critically acclaimed and won numerous prestigious international awards.

## The Community Programme

The NoFit State Community Programme delivers:

- community circus classes in our main building, Four Elms
- a wide variety of participatory projects people of all ages and abilities
- professional development opportunities for trainers and artists and provision of space for professional training.

Covid-19 has brought into the sharpest possible focus the wide range of structural inequalities throughout society and the extent to which so many people from so many communities are excluded and silenced within and by the cultural sector.

In response, we are rebuilding, re-imagining, re-structuring our community priorities – with renewed focus on developing a truly inclusive and co-created

programme that celebrates the creativity within all communities of identity and situation and can genuinely transform and empower.

Over the next two years, we will focus on building and sustaining new and existing partnerships with our communities whilst testing out new ways of working.

### **Context for recruitment**

NoFit State's new business plan focuses on the three cross-cutting themes:

- creative development
- community development
- sector development

All roles within in the company are focussed on contributing to these aims.

As we enter this exciting new phase of the company's development we are re-structuring and strengthening our core team. This is new role designed to support the Community Programme Manager and expand our capacity to develop and deliver participatory creative circus projects within our local communities.

Accessibility is at the heart of our ethos and is reflected in our approach to recruitment.

If you feel you have the ability do this role, but you don't tick every box on the person specification, or you believe you would need some additional training or support to fully succeed, we would still love to hear from you. We are committed to hiring the best person for the job based on ability and potential - and can offer professional development and support in this role.

Disabled, D/deaf and/or neurodivergent people, those from Black, Asian and Ethnically Diverse backgrounds and people under 30 are currently under-represented in our team so we particularly encourage applications from people in these groups.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. Contact Lizzy Ferguson on [lizzy@nofitstate.org](mailto:lizzy@nofitstate.org).

### **The role**

The Community Project Manager will have strong project management and producing skills, some experience or a background in the circus arts, experience of participative practice and/or working in the third sector or community development.

You will work across the different strands within the business plan to oversee the delivery of a number of community programme partnership projects and activities.

The learning from this will help shape the programme of work going forwards to

embed better ways of working and reaching people.

You will have a good understanding of the interplay of different forms of discrimination and disadvantage that lead to exclusion, and experience of working within under-represented or marginalised communities. You will be committed to removing barriers to participation, and understand how to collaborate effectively.

You will manage the Community Champions (3 part-time positions) and Inclusive Circus Arts Teaching Team.

You will be generous in sharing knowledge, and be passionate about inspiring and mentoring others.

You will work collaboratively across the team and with other departments in the company to ensure collective success in meeting the aims of the new business plan.

## **Main Responsibilities**

Within in all these responsibilities you will be supported by other members of the core team: in particular; the Community Programme Manager, the company Health and Safety Officer, the company Safeguarding Officer, the Programme Administrator, the Head of Development, and the Finance Officer – as well as a team of free-lance and project based staff.

The community programme is supported by a Community Panel. This is a group of local partners and representatives from diverse local communities who act as a sounding board and provide expert advice and feedback on programme development and delivery.

You will line manage a small team:

Community Champions: local people (3) from within local communities who work to build bridges and develop relationships with and within local communities to support the development of the programme

Inclusive teaching team: 4 tutors who deliver the participatory and youth circus programme

## **Core Responsibilities**

Supporting the Community Programme Manager to shape programme direction and strategy

Feeding into funding applications and helping design evaluation frameworks

Feeding into the development of the Company Business Plan and Marketing and Communications plans

## **Project Management and Producing**

- Liaising with partners to plan and map projects – including identifying and removing barriers to participation

- Liaising with partners, Community Champions and the Inclusive Circus Arts Teaching Team to design the learning and creative journey for a project
- Building and contracting and managing project teams
- Planning and managing practical project logistics and budgets
- Undertaking risk assessments
- Collecting monitoring and evaluation information and identifying areas for improvement and development

### **Manage a committed team**

- Maintaining a positive, supportive and enabling environment that fosters empathy and respect within the team across all activities
- Overseeing the mentoring of trainee inclusive circus arts teachers, and delivery of professional development and training opportunities across the team

### **Health and Safety**

- Responsible for Health and Safety in planning and delivery of activities taking place in Four Elms and out in the community
- Ensuring all Health and Safety and safeguarding protocols are adhered to
- General responsibilities shared by all members of the core team
- Capturing and sharing learning
- Commitment to following all NoFit State company policies and maintaining company ethos at all times
- Taking part in wider company meetings within the agreed structure of the role
- Representing NoFit State as appropriate and required
- Responsibility for achieving best value for money
- Keeping good records of work and sharing your progress with the team

## **Person Specification**

### **Experience and Background**

- Circus – either as a professional practitioner, producing circus or delivering activities involving circus
- Participatory arts practice and/or community development
- Managing projects and people
- Monitoring and evaluation for projects
- Managing and reporting on project budgets
- Working with a diverse range of people, and of delivering work aimed at meeting a range of needs and abilities
- Experience of partnership work
- Experience of safeguarding policy and practice
- Experience of supporting other people's development
- Experience of working to Health and Safety protocols and creating risk assessments for circus and participatory activities

### **Awareness**

- Awareness of the cultural, attitudinal and practical forces that lead to exclusion and marginalisation, the range of barriers that exist that prevent people from accessing opportunities – and a strong commitment to creating truly inclusive work
- Strong awareness of cultural diversity within building strong partnerships

### **Skills and Abilities**

- Ability to build trusting relationships, with credibility, with people at all levels (internal or external)
- Ability to listen, facilitate and develop project ideas involving participants, communities, partners and artists
- Ability to communicate clearly and constructively, to build trust and inspire others
- Ability to effectively deliver, monitor and evaluate projects and activities
- Ability to meet deadlines and work under pressure
- Ability to manage several projects or strands of work simultaneously
- Ability to work flexibly and be adaptable
- Ability to learn, to reflect on work and use learning to improve performance
- Positive and creative approach to problem solving
- Ability to manage complex environments with multiple demands

- Confident using computers, including confidence with Microsoft packages
- Good standards of literacy and numeracy

## **Recruitment Process**

### **Key dates**

Closing date for applications: 10am, Wednesday 22 September 2021

Interviews: Week commencing 27 September 2021

Indicative start date: As soon as possible, to be mutually decided.

### **How to apply**

Please complete the application form and equal opportunities monitoring form. You can also send us your CV, if you wish, though decisions will be based on the main application.

Please send applications to [lizzy@nofitstate.org](mailto:lizzy@nofitstate.org)

Or post them to Lizzy Ferguson,  
NoFit State Circus,  
Four Elms Road  
Cardiff CF24 1LE

Applicants must be eligible to work in the UK.