Project Manager

Placed / Displaced | Wainsgate Chapel

Initial enquiries to contact@wainsgate.co.uk

Application by C.V and a short statement of interest (300 words max) to jo.cubbon@wainsgate.co.uk

Application Deadline: 27th November

Interviews: 16th/17th December in person or online

Project Start Date: 11th January 2027

The role

Wainsgate Chapel is an artist-led cultural space in the hills above Hebden Bridge.

Placed / Displaced is an arts, heritage and engagement project exploring how place, memory, migration, belonging and everyday lived experience shape the heritage of this distinctive region. Through creative activity, conversation and collaboration, it will bring together people with different relationships to the area, including long-standing local communities and people who have experienced displacement from much further afield.

We are looking for a thoughtful, and highly-skilled experienced freelance Project Manager to coordinate delivery, nurture relationships and help connect the project's creative, heritage and organisational strands. The role calls for sophisticated and practical project-management skills alongside curiosity, sensitivity and an ability to work with artists, community partners, participants and volunteers.

Contract and working arrangements

Freelance, fixed-term contract: 12 months (exact dates to be confirmed).

Fee: £11,400 total, based on 38 days at £300 per day - agreed amounts to be paid monthly on receipt of invoice .

Accountable to: Chair of Trustees; day-to-day working relationship with the Creative Director.

Works closely with Production & Operations Support (20 days), artists, partners, trustees and the Options & Viability Study consultants.

Work will include activity at Wainsgate Chapel and elsewhere in the region; working pattern and any remote working to be agreed. Some evening and weekend work may be required.

What you will do

Develop and maintain a workable project plan, timetable, responsibilities and delivery checkpoints, keeping activity within the agreed scope and resources.

Coordinate artists' commissions, workshops, gatherings and public-facing activity, ensuring artists, partners and participants have the information and support they need.

Work with the Creative Director and a small selection panel drawn from the Wainsgate team to recruit and select the Production & Operations Support worker and commissioned artists/facilitators, including helping shape briefs, shortlisting and interviews or selection conversations, and ensuring a fair, transparent and inclusive process.

Build and sustain relationships with community partners and participants, including people with lived experience of displacement; support continuity rather than relying on one-off encounters.

Work with the Creative Director and project partners to develop accessible, respectful and meaningful ways for people to participate and shape the work. Coordinate practical arrangements with Production & Operations Support, including venues, access, transport, volunteer involvement and communication.

Maintain clear records of decisions, activity, expenditure and project progress; provide timely information for funder reporting and governance oversight, and oversee financial management of the project.

Coordinate and follow appropriate safeguarding, consent, data protection, image/recording permissions and referral processes, with specialist support where needed.

Oversee the ethical collection, documentation and sharing of stories, photographs, films and other heritage materials, including consideration of ownership, permissions and future access.

Coordinate reflective evaluation and feedback, gathering both quantitative and qualitative evidence of participation, learning and outcomes in ways that are proportionate and useful.

Liaise with the Options & Viability Study consultants to share relevant learning without taking responsibility for delivering their study.

Contribute to organisational learning by sharing useful approaches, systems and experience with Wainsgate's trustees, volunteers and wider team.

Overseeing and monitoring project risk assessment and planning to mitigate risk.

Overseeing and allocating financial resources and expenditure to ensure 'Placed/Displaced' budget reauiremnts are effectively met. Liaise closely with the triusteee responsible for finance to monitor expenditure.

To work with the team to plan and implement a coherent strategy for participant recruitment and ongoing engagement ensuring effective, sensitive communication and coordination.

Person specification

Essential

- Proven experience of coordinating or managing a multi-partner project in arts, heritage and complex community engagement.
- Strong organisational skills: able to plan work, manage deadlines, maintain records and follow through on commitments within limited paid time.

- Experience building trusted relationships across different communities and working sensitively with people whose circumstances, experiences or perspectives are wide ranging and sometimes complex.
- Ability to support participatory or collaborative work without imposing a predetermined outcome.
- Excellent communication and interpersonal skills, including listening, diplomacy and the ability to handle complexity or disagreement constructively.
- Understanding of safeguarding, access, inclusion, consent and confidentiality, and knowing when to seek specialist advice.
- Ability to manage competing priorities, work independently and collaborate with a small team that includes volunteers.
- Confidence with everyday digital administration, shared documents, budgets and project reporting.
- Experience of socially engaged artistic practice or working directly with artists and creative commissions.

Desirable

- Experience of community heritage, oral histories, archives or ethical storytelling and documentation.
- Experience working with refugees, people seeking sanctuary, migrants or organisations supporting displaced communities.
- Knowledge of Calderdale, its communities and local networks.
- Experience of National Lottery Heritage Fund projects, monitoring or evaluation.
- Experience in small, volunteer-led or artist-led organisations undergoing change.
- Experience supporting co-design or youth participation.

How we work

Wainsgate values generosity, attentiveness, curiosity and respect. We want all communities and artists involved in this project to feel welcomed, heard and able to contribute meaningfully.

We recognise different forms of experience, including knowledge gained outside formal employment or education. Applicants do not need to meet every desirable criterion.