THE PLAYHOUSE

Project Manager: Making Peaceful Change

RECRUITMENT PACK



PEACEPLUS
Northern Ireland - Ireland
Co-funded by the
European Union | UK Government
Rialtas na hÉireann Government of Ireland | Northern Ireland Executive

Supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)



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IDP Inishowen Development Partnership



WHO WE ARE...

The Playhouse is a vibrant theatre and arts organisation in Northern Ireland. We're a national asset: an award-winning producing theatre, an empowering centre for learning and a global leader in arts and peaceful change. We matter locally, regionally and to the international communities we connect with.

We're a space to make meaning and a place that's here for good. We believe in inclusion, inspiring creativity and opening up the imaginative world of theatre, dance, art and music for everyone to enjoy.

We have three strategic areas of endeavour: Producing Art, Empowering People and Making Peaceful Change.

You are connecting with The Playhouse at an exciting phase of growth and renewal. The successful candidate will join a dynamic and innovative team in making bold, highquality art and engaging programmes that meet the needs of today's world and these powerful times.

The Playhouse is core funded by the Arts Council for Northern Ireland, Derry City and Strabane District Council, and Community Relations Council and is supported by a range of Trusts and Foundations as well as business partners, sponsors, philanthropists and members.

Registered with the Charity Commission for Northern Ireland
No: NIC 100119 | Company Registration: NI 26912

PLAYHOUSE CORE FUNDERS:



THE ROLE

JOB TITLE:	Project Manager: Making Peaceful Change
CONTRACT:	Full Time, Fixed Term until 31st August 2028
BASE:	The Playhouse 5-7 Artillery Street Derry-Londonderry BT48 6RG
REPORTING INTO:	Head of Collaborative Arts
KEY RELATIONSHIPS:	Senior Finance Manager, Senior Producer, Head of Collaborative Arts, Community Engagement Officers, CEO and PEACEPLUS Partners
HOURS:	37.5 Hours
SALARY:	£32k
BENEFITS:	Contributory Pension; Flexible working policy; 37 days Annual Leave which includes Bank Holidays. Staff Wellbeing Programme to include social activities, training and development and discounted tickets to performances.

WHO WE ARE LOOKING FOR

The Playhouse wishes to recruit an experienced, community-focused Project Manager to coordinate the development and delivery of *Making Peaceful Change, an exciting partnership programme of creative, rights-based projects* funded by PEACEPLUS. Led by The Playhouse in Derry~Londonderry, the project partnership includes Training For Women Network, based in Belfast and Inishowen Development Partnership based in Co. Donegal, alongside key collaborators such as Foyle Women's Aid.

Working across Northern Ireland and the border counties of the Republic of Ireland, *Making Peaceful Change* is a diverse programme of arts-led participatory projects, events and creative productions grounded in the exploration of the social justice issues facing people living on the island of Ireland today, and the collaborative, community-led solutions that will lead to positive and cohesive change. The programme includes *That's Powerful, The Leaders for Peace Network Summits; The Leaders for Peace Training Programme;* and the production of a new piece of theatre about the story of Foyle Women's Aid, *Operation Desperation.*

This pivotal role will ensure the successful delivery of this portfolio of work by managing the administrations, monitoring and reporting of the *Making Peaceful Change* programme, as well as working closely with the Senior Management Team and project partners to coordinate the delivery of the project, provide line management support, operational support and leadership to the Project Delivery Team.

The Playhouse welcomes applications from talented individuals who are passionate about community-building, and the transformative power of the creative arts to bring people together in making positive, peaceful change. The successful candidate will be able to work collaboratively and independently when required and have excellent project management, people management, organisational and communication skills as well as the versatility to work across a diverse portfolio, in detail and at different stages of production. They will be highly organised, solution-focused and able to motivate and bring diverse people together to work as a team. They will be committed to maintaining discretion and confidentiality at all times.

KEY RESPONSIBILITIES

Project Management

- Working closely with the Head of Collaborative Arts, contribute to creative direction and coordinate detailed project plans and delivery schedules for the *That's Powerful* and *Leaders For Peace Network* delivery team to follow and contribute to, mapping a clear pathway for ensuring participant and workshop targets are met and timelines adhered to, as set out by the project funder.
- Lead the *That's Powerful* and *Leaders For Peace Networ*k delivery team by coordinating, scheduling and recording regular delivery team meetings to include delivery officers at project partners.
- Maintain and oversee accurate and detailed project records and lead reporting and monitoring processes.
- Work closely with the Senior Producer and Producing Team to ensure all contracting, procurement, finance reporting, data, monitoring and compliance required for a new theatre production is ready for reporting deadlines, ensuring delivery meets project targets and timelines as set out by the funder and is integrated into the project as a whole.
- Work with the CEO to coordinate meetings of the *Making Peaceful Change* steering group, Reference Group and any sub groups and forums as required.
- Support the delivery teams to ensure that all agreed objectives, milestones and targets are met for the *Making Peaceful Change* programme.
- Ensure project delivery teams are collecting accurate monitoring information from all project participants in accordance with the procedures and targets outlined by SEUPB.
- Ensure delivery teams evidence project impact through data capture and monitoring processes.
- Manage and securely file contracting for all freelance artists, facilitators and others to facilitate the successful implementation of the PEACEPLUS *Making Peaceful Change* Programme.
- Ensure all programme delivery staff, including those based at project partners, are following correct monitoring, data collection, procurement and reporting processes.
- Make sure that project data is accurately collected and stored appropriately in accordance with The Playhouse and SEUPB Data Management and GDPR policies.
- Effectively use and update SEUPB's JEMS electronic management system.
- Working with the Development Team and wider Playhouse colleagues and partners, prepare and contribute to PEACEPLUS funding and evaluation reports.

People & Relationship Management

- Provide direct line management support to Community Engagement Officer (That's Powerful), Community Engagement Officer (Leaders for Peace).

- Maintain accurate and confidential personnel records for direct reports, including contracts, recruitment paperwork and notes from all 1 to 1 support meetings.
- Organise and schedule regular monthly 1 to 1 support meetings with direct reports, following the Playhouse Staff Development Framework as outlined in the Company Handbook.

- Aim to provide a supportive, nurturing and safe environment for direct reports and all colleagues.
- Manage and maintain excellent working relationships with the *Making Peaceful Change* project partners, ensuring open, collaborative communication and ways of working.
- Work closely with the Programme Officer at the Special EU Programmes Body to ensure compliance, reporting accuracy, branding adherence, monitoring of outputs and timely submission of all required documentation and evaluations.

Finance & Procurement

- Working closely with the Senior Finance Manager and MPC Project Officer, ensure the project's effective financial management and administration, making sure that it adheres to both PEACEPLUS and The Playhouse's internal financial procedures.
- Alongside MPC Project Officer, support the delivery teams to procure and obtain all external services and supplies required ensuring all project procurement complies with Playhouse and PEACEPLUS policies and procedures, and prepare, issue and maintain procurement documentation.
- Contribute to preparation and submission of cash flow forecasts to PEACEPLUS and the Project Board.

General

- Implement The Playhouse's statutory responsibilities and procedures in respect to insurance, employment, equal opportunities, child / vulnerable adult protection, data protection, health & safety and other appropriate areas.
- Ensure and promote The Playhouse's Equal Opportunities Policy, through the development of the Programme.
- Undertake routine office duties associated with project control.
- Maintain ethical, responsible and inclusive processes at all times.
- Be willing to engage in a hybrid and remote capacity within a geographically dispersed team.
- Be willing and able to travel across Northern Ireland and the border counties of the Republic of Ireland to attend meetings and monitor project activity as needed.
- Work collaboratively across The Playhouse team to ensure *Making Peaceful Change* contributes to wider organisational values.
- Support The Playhouse's commitments to equality, diversity, inclusion and environmental responsibility.
- Undertake other reasonable duties as required.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

- Ability to demonstrate relevant project management experience on a communityfocused project, including people management, financial management, monitoring and reporting on a multi-strand project.
- Understanding and experience of managing financial administration and controls for a publicly funded project, including: budgeting, cash flow forecasting, preparing management reports.
- Excellent people management and relationship-building skills with demonstrable experience of leading a project delivery team.
- Experience of supporting and monitoring funding, contracting and procurement processes.
- Evidence of strong administration, organisational and IT skills with the ability to prioritise and identify future workload.
- Excellent verbal and written communication and interpersonal skills, able to work with a range of people across the organisation and externally including creative practitioners, community, voluntary, public and statutory agencies.
- Commitment to and appreciation of peace, reconciliation and social justice in a community context.

Desirable Skills, Knowledge and Experience

- Experience of SEUPB PEACE funded programmes and their finance, monitoring and compliance requirements.
- Experience of using a CRM system, MEL system or other Project Management software and databases.
- Knowledge of SEUPB funding, reporting, finance and compliance systems.
- Experience of best practice evaluation and data management approaches and systems within an EU funding context.
- Ability to represent PEACEPLUS and The Playhouse and its projects in internal and external environments.
- Understanding of and commitment to the role of the arts and theatre in a community context.

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

EQUAL OPPORTUNITIES

The Playhouse is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

Applicants must have work authorisation for the UK.

Data Protection
The Playhouse is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit Playhouse Data Protection Policy.pdf which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.

HOW TO APPLY:

Submit:

- Your up-to-date CV, inclusive of two references
- An A4 Cover letter outlining your suitability for the role in particular paying **attention** to address the essential and (if applicable) desirable experience, **skills** and attributes, *and*
- A monitoring form (see link below)

Send **CV and Cover Letter** to Shauna Gallagher, to whom you can also send any queries about the application process.

BY E-MAIL: recruitment@derryplayhouse.com

SUBJECT HEADING: 'Project Manager: Making Peaceful Change'

OR BY POST:
Shauna Gallagher, The Playhouse, 5-7 Artillery St, Derry / Londonderry, BT48 6RG

MONITORING FORM
Please fill in the following monitoring form which is available at this link.
LINK: https://forms.gle/8AMsbTmd9dBKH5t78

DEADLINE: Monday 16th November 12pm

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WORKING AT THE PLAYHOUSE

We are an open, creative and enthusiastic organisation, committed to producing excellent work.

As well as producing highly regarded new and reimagined work in Music and Theatre ("Profoundly affecting" ***** The Observer, HUME - Beyond Belief, "This chronicle of the events…with all the tragic inevitability of a passion play" **** The Times, The White Handkerchief, "A vivacious, complex and above all human take on a true classic…" Si Arts, Little Shop of Horrors) and a diverse visiting and co-producing programme, we're supporting emerging talent through the new Open Arts Pathway with innovative programmes such as Bridge and The Playhouse Young Artist Programme.

As citizen artists we're also Making Peaceful Change through groundbreaking and inclusive work on climate action via programmes such as Artitude and That's Powerful, enabling creativity and civic discourse through co-design.

We develop work with roots and with wings, connecting with audiences, participants and partners locally, nationally and internationally. We're based in a historic listed building at the heart of the vibrant and distinctive walled city Derry~Londonderry.

If The Playhouse sounds like something you want to be a part of, come join us and we look forward to working with you.



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ABOUT DERRY~LONDONDERRY

On the western landscapes of NI, astride the flowing waters of the Foyle, sits the historic walled city of Derry~Londonderry. With its unparalleled setting, wealth of history and thriving arts, music and cultural scene, it is the place to be.

The city is one of the finest examples of walled cities in Europe today- the backdrop to a unique history of a wider story. Stroll along its 17th Century walls and marvel at the everchanging skyline of a city which is only constant in the warmth of its welcome.

Vibrant and cosmopolitan, Derry~Londonderry is known for its delicious food and hospitality, with annual festivals and excellent value for money. The city welcomes thousands of international visitors every year and the people of Derry~Londonderry are some of the friendliest in Europe.

For nature lovers, adventure awaits as ‘The Walled City’ is where the Wild Atlantic Way meets the Causeway Coastal Route. A joyful central location filled with celebration and inspiration; this is truly a city for all seasons.



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WWW.DERRYPLAYHOUSE.COM

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