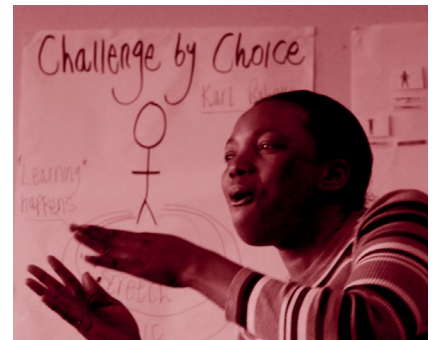




PROPER JOB THEATRE Co.

AWARD-WINNING THEATRE MAKERS,
STORYTELLERS & CREATORS OF SOCIAL
CHANGE



LAB Project Manager Manchester Region

Vacancy



LAB Project Manager - Manchester Region

Proper Job Theatre Company is looking to recruit a full time LAB Project Manager to cover Manchester.

We currently deliver courses in Moston and Wythenshawe and we have a development strategy to grow the LAB Project within the Manchester area. A large part of the role will be out and about, engaging with adults with complex needs and with multiple barriers to employment. We are keen to work with someone with innovative ideas of how this can be done. We are also looking for someone who has experience of management who can successfully manage a small team and ensure our flagship LAB Project runs to a high standard and retains the Ofsted grade of **“Outstanding”**. Experience of the adult education sector is also desirable.

The ideal candidate will be self motivated, able to show initiative and keen to grow the LAB. They will also need to have a genuine passion for helping others progress.

LAB Project Manager - Manchester Region

JOB DESCRIPTION

PURPOSE OF THE POST

- To successfully manage the LAB Project in Manchester, including delivery
- To manage the relationship with Manchester Adult Education (MAES) and some aspects of Kirklees Adult Community Learning (KACL)
- Keep all company quality assurance documentation updated and in line with current government guidelines

MANAGEMENT AND DELIVERY OF THE LAB PROJECT, MANCHESTER

- To deliver the LAB programme to a high standard in the agreed Proper Job style
- To enroll 20 participants per programme
- To support all participants to successfully complete the LAB programme
- To ensure that all necessary data required by funders is collected and fed back to funders
- To provide any information required for Proper Job funding applications
- To provide funders with any information they require including attending necessary meetings
- To ensure the project fulfils the necessary requirements for Ofsted
- To organise all necessary resources
- To work with other employee's, volunteers and the administrator, to devise and deliver a clear and robust recruitment plan
- To liaise with agencies, the job centre and any other recruitment pathways
- To explore new recruitment opportunities
- To develop and successfully run the Progression Day
- To develop and manage volunteers in line with the Proper Job volunteer programme

MANAGEMENT OF THE RELATIONSHIP BETWEEN PROPER JOB AND MAES

- Manage all relationships with MAES and, when in relation to quality assurance, KACL
- Be aware of and ensure that all the requirements of the MAES contracts are successfully fulfilled within the stipulated timeframe
- Disseminate all necessary contract requirements to LAB teams
- Ensure that all requirements for payment are completed and submitted within three days from the end of each individual project

LAB Project Manager - Manchester Region

JOB DESCRIPTION continued

COMPANY QUALITY ASSURANCE DOCUMENTATION

- Complete the SAR, QIP, SOW and any other documentation relating to the quality assurance of the course content
- Ensure these are accessible to other staff, preferably on the company server
- Keep these documents updated in line with government and contract changes
- Ensure that OLTAs and other feedback are fed directly into the QIP

DEVELOP THE LAB PROJECT ACROSS MANCHESTER

- Maintain and develop relationships with referral and progression agencies in both areas
- Develop new partnership and relationships in the Manchester area
- Manage relationships with any partners
- Manage the successful delivery of any outcomes, targets or objectives relating to specific contracts
- Ensure all monitoring and evaluation data is submitted in the correct timeframe as stated in any related contract
- Deliver on new projects ensuring high quality delivery
- Identify and recruit local LAB or other delivery team

GENERAL

- To advocate for the company
- Attending company meetings and other company events
- Any other reasonable requests made by the company directors

CRITERIA

ESSENTIAL QUALITIES AND SKILLS

- Level 3 teaching qualification
- Excellent communicator
- Proven experience of the adult education sector
- Proven experience in drama and/or theatre
- Demonstrable understanding of the quality control procedure of adult education
- Motivated to work alone and part of a team
- Ability to prioritise a demanding workload

DESIRABLE QUALITIES AND SKILLS

- Driving license
- Knowledge of the arts sector

LAB Project Manager - Manchester Region

INFORMATION

Salary: £20,000 pro rata. Fulltime

Interested applicants should submit a CV with a covering letter to chloe@properjob.org.uk

Closing date for applications: **Fri 23rd November** (5pm)

Interview date: **Mon 3rd December**

at Proper Job Offices, 3rd Floor, 48a Byram Arcade,
Huddersfield HD1 1ND

For more information about the LAB Project and additional information about Proper Job, please go to our website:

www.properjob.org.uk/the-LAB-project

Equal Opportunities Policy

We recognise that discrimination in the workplace in any form is unacceptable and in most cases unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment, recruitment and selection, training, development and promotion. In all situations people will be judged solely on merit or ability.

