



Senior Project Manager (Maternity Cover)

Person Specification

	Essential	Desirable
<p>Attainment</p> <p>Education, training, experience, evidence of career development</p>	<ul style="list-style-type: none"> Experience managing complex arts and cultural programmes with diverse communities. Connections with one or more of Helix Arts' 5 priority groups. Experience preparing and presenting reports for internal and external audiences. Qualified Arts Award Adviser. Experience in overseeing the production of printed and digital material for diverse audiences. 	<ul style="list-style-type: none"> Graduate. Experience working with diverse investors. Recruitment experience. Experience managing events. Current driving licence and own transport. Satisfactory Enhanced DBS.
<p>Qualities</p>	<ul style="list-style-type: none"> Positive and effective communicator – written and verbal. Strong organisational skills. Team player and self-starter. Sympathetic approach to meeting programme goals with diverse communities. Excellent IT skills. 	<ul style="list-style-type: none"> Promotional and marketing skills including digital marketing. New business development skills.
<p>Special aptitude and interests</p>	<ul style="list-style-type: none"> Commitment to Helix Arts' artistic and social principles. Building diverse audiences. Increasing arts volunteering within diverse communities. Commitment to personal, organisational and community development. 	<ul style="list-style-type: none"> Own artistic practice. Developing international cultural links.