



Project Manager (Football Creates) (FT Fixed term for duration of NPO funding, until March 2026)

Main Duties and Responsibilities:

We are recruiting a Project Manager to manage the delivery of the Arts Council England-funded NPO programme, and work with colleagues across the organisation to embed *Football Creates* into all of our work. Furthermore, they will support the development of project management across the organisation.

Role family: Content

Line Manager: Content Director

Band: C

Management / Supervision:

Freelancers

Volunteers

Outcomes:

NPO Activity Plan

NPO Investment Principles Plan

Gallery and exhibition updates

Community and public programming

Overall purpose of the post

- To manage to day-to-day delivery of the NPO Activity Plan and related budget in collaboration with colleagues
- To support the delivery of the NPO Investment Principles Plan
- To oversee reporting and evaluation of the NPO project in line with Arts Council processes

Key responsibilities

Project Management:

- Through effective project management, to support the Content Director to oversee development and delivery of the NPO Activity Plan and related *Football Creates* outcomes
- To work with managers and producers to develop and manage project teams, where appropriate, to deliver NPO and other related outcomes in line with the *Football Creates* strategy

- To be responsible for assigned project budgets and spend control as set by the Content Director
- To work with colleagues to embed effective project management approaches across the organisation

Creative Outputs and Best Practice:

- To work with colleagues across the organisation to embed creative outcomes into our content and programmes as part of the *Football Creates* agenda
- To ensure that equity and inclusion is embedded in all projects and outputs through championing best practice and proactively developing approaches to them
- To identify opportunities to work with external practitioners and freelancers to support creative and community-focused programming, and to support colleagues to develop related skills
- To keep up-to-date in current work and best practice in the wider cultural and heritage community
- To proactively develop and manage relationships with external stakeholders, including cultural and football organisations and funders

Reporting and Evaluation:

- To track progress against agreed NPO Investment Principles Plan and Activity Plan, and work with colleagues to ensure that work is carried out in line with agreed priorities
- To work with the Content Director implement and facilitate an ongoing reporting and evaluation process for NPO and *Football Creates* outcomes, in particular within the Content Team, and to record and communicate agreed KPI's and impact information internally and to external stakeholders
- To lead project reviews and project planning meetings, and other internal and external meetings, as required
- To work with the Communities and Public Programme Manager to develop an understanding of the current demographics of the museum's priority areas (in particular Preston and Greater Manchester), and to work together with the Director of Content to create a strategic plan to increase engagement with underrepresented groups and support representation and equity in our programming

Other:

- To ensure all activities undertaken are properly risk assessed and meet the requirements of the National Football Museum Health and Safety Policy
- Any other duties consistent with the level of the post

KPIs:

- Delivery of NPO Activity Plan against agreed outcomes
- Delivery of NPO Investment Principles Plan against agreed outcomes

Health and Safety Responsibility:

- Employee
- Freelancers

- Volunteers

Essential Knowledge, Skills and Experience:

- Experience of developing and delivering creative programmes in the heritage or arts Sector
- Experience of using project management approaches to develop and deliver outcomes
- Experience of leading project teams to successfully deliver outcomes
- Experience of recruiting and managing freelancers
- Experience of collecting and recording data, and using this to evaluate projects as part of a reporting process
- Experience of managing budgets

Desirable Knowledge, Skills and Experience:

- Experience of delivering projects for external funders including planning activity, relationship management and reporting
- Practical experience of working with communities and/or young people to deliver activities and engagement
- Experience of embedding diverse voices in programming and outputs through participation and co-creation
- Experience of developing initiatives to increase participation of underrepresented and minoritised groups in programmes and activities
- Knowledge of, or interest in, the themes covered at the National Football Museum

Essential Personal Qualities and Abilities:

- Ability to build effective relationships within the organisation to support the delivery of cross-departmental outcomes, and to lead project teams to do this
- Good 'customer service' skills, and ability to engage with a variety of people on a day-to-day basis to encourage engagement and build relationships
- Ability to work effectively as part of a team to deliver agreed outcomes
- Ability to work flexibly to produce high quality outputs for communities and visitors
- Good verbal and written communication skills, and experience of communicating with a range of audiences
- Ability to remain calm under pressure and to prioritise and meet deadlines
- Excellent project management, time management and problem-solving skills