

JOB DESCRIPTION

- 1. Job Title** East Leeds FM Project Director
- 2. Job Purpose** To plan, manage and evaluate the ELFM programme of work for Heads Together.

3. Organisation Position

This is a developmental role, which reports to the Creative Director

4. Key Results Areas

1. To co-ordinate and successfully deliver the ELFM programme of work and develop new opportunities for the project; both in East Leeds and in other areas of Yorkshire
2. To maintain and enhance partnerships at a local and regional level to ensure that ELFM is seen as a key community-development organisation in its area of operation.
3. To develop and implement a marketing and communication strategy for ELFM

5. Main Tasks

1. Project-manage the various ELFM projects on time and within budget.
2. With assistance from the Development Director, initiate and co-ordinate an evaluation process for the ELFM programme of work.
3. To co-ordinate the ELFM Music Director and other ELFM project workers who work on a freelance basis.
4. To monitor, support and encourage the different volunteers who are involved with ELFM
5. With support from the Development Director, to look at developing sponsorship and funding opportunities to support ELFM
6. To oversee all publicity and marketing materials
7. To promote the work of East Leeds FM to a broad range of people and organisations

6. In Addition

All Heads Together staff are expected to:

1. Meet with other Heads Together staff on a regular basis to discuss progress and plan future tasks, workload and training needs.
2. Actively inform and promote the work of Heads Together to external partners/collaborators.
3. Operate safely in the workplace, observing Health and Safety Regulations.
4. Observe organisational practices regarding Equal Opportunities, Codes of Conduct, staff development.
5. Attend relevant training and appraisal sessions as required and positively develop an Individual Learning Plan.
6. Undertake such other duties as appropriate to the post as may be required from time to time by the Creative Director.

7 Job Details

- Salary** The salary for this post is based on the NJC pay scale, starting on £23,749 with annual increments. *There is a pay award pending for 08/09 which is currently under negotiation.*
- Location** The post will be based at the new ELFM base in Boggart Hill, Seacroft.
- Hours** 35 hours per week on a flexible basis, which may include unsociable hours. There is no provision for overtime payments, although time in lieu may be taken as agreed with the company in advance.

Annual leave

Employees are entitled to 25 days annual leave plus statutory days. You also get an additional day off for your birthday.

Equal Opportunities

All employees of the company are required actively to pursue the company's equal opportunities policies and to undergo training as required.

Structure

Heads Together is a not-for-profit company limited by guarantee.

Current Staffing

Heads Together currently has 2 full-time staff as follows:

- Creative Director
- Development Worker – Fundraising
- Development Worker – ELFM (Vacant)

The Company runs a range of projects using a team of freelance artists. Ed Heaton has been acting in a freelance capacity as ELFM Music Director for the past two years.

Funding

This post is funded, in the first instance, for three years - by the Tudor Trust.