

JOB DESCRIPTION

1. Job Title **Project Worker**

2. Job Purpose To plan, deliver and evaluate a creative programme of work for Heads Together.

3. Organisation Position

This is a highly operational role which reports to the Creative Director and works closely as part of the team at Heads Together

4. Key Results Areas

1. To co-ordinate a portfolio of projects and programmes in order to deliver creative opportunities.
2. To maintain and enhance practical partnerships at local level with other organisations.
3. With the Development Team, to monitor and evaluate the effectiveness of these projects and programmes.

5. Main Tasks

1. Plan and deliver projects on time and within budget – keeping the Creative Director informed on progress of projects.
2. To prepare Project Proposals and Project Monitoring Forms working with the Creative Director.
3. With assistance from the Development Team, initiate, produce and co-ordinate an evaluation process for each project.
4. To maintain an equipment and material resource in the Heads Together project office.
5. To co-ordinate the production of all audio-visual materials for projects e.g. exhibitions, publicity etc.
6. Create and maintain portfolios, exhibitions, recordings or other materials relating to Heads Together's work in general

6. In Addition

All Heads Together staff are expected to:

1. Meet with Heads Together team 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 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 or the Heads Together Team.

7. Job Details

Salary The salary for this post is based on the NJC pay scale, starting on £19053

Hours This post is offered at 35 hours per week on a flexible basis, however, part-time hours would be considered and applicants are invited to suggest ways in which the role could be delivered in these circumstances. The job 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, and an additional day 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, constituted as a Workers Co-operative – a member of Co-ops UK.

Current Staffing

Heads Together currently has 6 staff and is appointing 2 others to make a team of 8 as follows:

- **Creative Director**
- **4 Project Workers:** design & photography; visual arts; audio; and words
- **3 Development Workers:** Funding; Finance & Events; and Research, Communications & Professional Development