

Recruitment Pack

Oxford Cultural Anti-Racism Alliance Project Manager

This is the time. The time for change.

Thank you for your interest in the position of Project Manager for the Oxford Cultural Anti-Racism Alliance. This is an important new part-time role leading on the delivery of an initial twelve-month phase of anti-racism action led by the arts and cultural organisations in Oxford during 2021 and reporting to a voluntary Steering Group.

Background

Responding to the Black Lives Matter movement during 2020, arts and cultural organisations in Oxford came together to explore how they could work collaboratively to dismantle systemic racism in the sector and work to achieve radical change for those who experience racism due to the colour of their skin. Following the formation of a number of cross-organisational working groups looking at specific areas during Autumn 2020, a Steering Group was formed with delegated responsibility to draft a Manifesto and Action Plan for review by arts organisations in Oxford. This Manifesto is in the process of being adopted by the arts and cultural sector in Oxford and will be launched to coincide with the International Day for the Elimination of Racial Discrimination on 21 March 2021. Engagement with arts organisations across Oxfordshire is at an early stage and it is hoped that, following consultation, peers across the county will also sign up to the values of the Manifesto.

During the Autumn, an application was prepared by the Steering Group and submitted on their behalf by Oxford Playhouse to Arts Council England to deliver an initial twelve-month programme of sectoral initiatives in Oxford including training, data collection, artist development, consultation and community engagement supported by the appointment of a part-time Project Manager. This has also been matched by a grant from Oxford City Council.

Overview of Role

The Project Manager is responsible for coordinating the delivery of the programme of activities in Oxford, reporting to the Steering Group – made up of a range of different size funded and non-funded organisations and independent artists.

This is an evolving programme and way of working which we hope the Project Manager will help shape and develop as we move forward including the following tasks:

- Identify a suitable third-party specialist consultancy and organise a programme of anti-racism training for cultural organisations in Oxford.
- Commission an anti-racism toolkit in consultation with arts organisations in the city and local communities.
- Consult upon and propose a shared methodology for data collection & undertake data research to establish a sectoral baseline from which we can set meaningful targets around programming, career pathways into leadership positions and board recruitment.
- Convene a review of recruitment processes among arts organisations in Oxford to reduce barriers due to race, socio-economic background and other discrimination; we will incorporate positive action.
- Form and manage a paid, cross-institutional working group of artists of the Global Majority* from different art forms to consult with on experiences and initiatives.
- Develop and launch a pilot 'Community Connectors' programme to work across organisations linking projects led by the Global Majority to audiences.
- Undertake a survey of perceptions of the cultural spaces in the city, identifying barriers to engagement across all communities.
- Research options and costings for an anti-racism kite mark accreditation to be launched in October 2021.
- Support the delivery of the 'manifesto for change'.
- Scope collaboration with national initiatives.
- Assist with fundraising from trusts and foundations and governmental bodies.

[*People of the Global Majority are ethnically diverse people who make up 80% of the world's population and include people of the African Diaspora, people of the South, East, and South East Asian diaspora, and Middle Eastern people. We are currently using this term but recognise that terminology is constantly evolving and new terms will be adopted over time.]

Key Responsibilities

- To coordinate the delivery of the agreed programme of activities, providing administrative support to the Steering Group and ensuring timely follow up action.
- To support and co-ordinate related working groups and follow-up action.
- To identify specialist consultants and manage appointments and briefing processes.
- To report to the Steering Group on funded initiatives and projects.
- To lead on internal communications for cultural organisations and stakeholders.
- To assist the external communications work of cultural organisations in relation to the programme of activity, working with external consultants as required.
- To lead on ACE reporting and contribute to future funding submissions.
- To undertake research for the forward programme of work, including fundraising and policy.
- To oversee data collation and commission independent evaluation.
- To manage the allocated project budget, reporting to the Steering Group and ACE.

Person Specification

Values

- A commitment to equality and to improve diversity, access, inclusion and belonging within the cultural sector and society at large.
- A belief in the vital importance of the arts and culture in the life of contemporary society and its efficacy as progressive agent of social change.

Experience

- Project management ideally in the cultural sector or charities/communities.
- Partnership Development and delivering programmes of work with multiple partners.
- Financial planning, budget management and reporting.
- Fundraising, especially from charitable trusts and foundations and companies.
- Commissioning research and evaluation.
- Presenting and communicating with sensitivity.
- Convening and organising meetings.

Aptitude

- Self-motivated and self-managing.
- Team player and collaborative.
- Disciplined and organised.
- Proactive and creative.
- Consultative and facilitative.
- Sensitive, confidential and diplomatic.

Remuneration & Terms

The Project Manager will report to the members of the Steering Committee.

Oxford Playhouse will oversee the Project Manager's contract and remuneration as the lead organisation providing banking and financial management for the project.

Salary = £30000 per annum (pro rata for 2 days / week, equating to c.£12,000).

One Year Contract

The successful candidate will have access to wellbeing, therapeutic and counselling support offered by the organisations involved in the Steering Committee.

How to Apply

Send a CV and covering letter (no more than 2 sides A4) outlining your interest and skills and experience for the role to contact@oxcultureantiracism.co.uk by 15th March 2021. Along with a completed of our equal opportunities form which you can find on our website (www.oxcultureantiracism.co.uk).

Please include the subject line Anti-Racism Project Manager

If you would like an informal conversation about this role with a member of the steering committee, or require resources in a different format please email:

contact@oxcultureantiracism.co.uk

Please note that interviews will take place on Zoom on w/c 22nd March 2021.