

JOB DESCRIPTION

JOB TITLE: Project Manager (Diversity)

Contract running up to March 2011 (this role is subject to extended funding/ review)

Pay range: £25-27k dependent on experience

Benefits: 5% pension contribution, 25 days holiday, Childcare voucher scheme

Location: 4 days a week at Northwest Vision & Media's offices: Broadway 100, Salford, and 1 day a week at ITV Granada offices in Manchester. There will be travel within the entire Northwest region.

Department: Delivery

Responsible for: Project Coordinator (Diversity)

Reports to: Head of Apprenticeships / Widening Access

Purpose: The Diversity Project Manager will coordinate, administer and strengthen NWV&M's widening access agenda. You will be mainly responsible for the delivery of the Media Foundation Placement Scheme – a positive action training scheme – but will also support the delivery of a range of new widening access programmes including apprenticeships and the Cultural Diversity Network North (CDNN).

You will share our passion for finding new talent in the Northwest creative industries and have the drive to work with the biggest and brightest media companies in the region, including the BBC, ITV, Lime Pictures, Channel K plus many more NW media leaders.

You will have a clear understanding of both the business and training and development needs of the NW digital and media industries. This is an exciting and challenging role for someone who has experience of project management, enjoys working in a team, possesses strong communication skills and has a keen eye for detail.

MAIN AREAS OF RESPONSIBILITY

Manage the existing Media Foundation Placement Scheme (MFPS); trainees, partnerships and relationships with regional digital and media businesses in line with stakeholder needs

Managing and monitoring scheme progress, providing project updates, preparing quarterly funding reports and analysing statistical information.

Supporting the development and exit process of all MFPS trainees: coordinate and conduct formal assessments, regular reviews, prepare development sessions/ additional training events and evaluate trainee transitions into employment.

To work closely with placement managers, buddies & media mentors to establish support mechanisms for trainees.

Responsible for managing the MFPS budget and procurement procedures.

To actively seek and secure funding (both public & private) to support the MFPS.

Supporting V&M's broader widening access agenda including the delivery of apprenticeships and to liaise with employers sub-regionally about the benefits of the MFPS and apprenticeships.

Develop strategies to widen the MFPS sphere of activity across the region.

To work with a range of sub-regional partners and stakeholders, to support the smooth and effective operation of all widening access activities.

Management of Cultural Diversity Network North (CDNN) with strategic direction and leadership.

To line manage and work closely with the Project Coordinator (Diversity)

To strengthen NWV&M's diversity agenda by acting as an informed guide/ resource on current diversity issues across the organisation.

Act as an ambassador for NWV&M, MFPS and CDNN, promoting activities and maximizing marketing coverage in order to raise profiles regionally and nationally.

Monitor proposed changes to diversity legislation and amend associated policies accordingly.

Where appropriate support company and departmental marketing and advocacy work including attendance at internal/ external events. This will include the preparation of presentation materials.

To undertake any other reasonable activities as directed by NWV&M's senior management

Develop Northwest Vision and Media's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a **framework** to outline the main areas of responsibility at the time of writing

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To apply please visit www.visionandmedia.co.uk to download full details or email jobs@visionandmedia.co.uk

Application: CV + Cover letter

****Previous applicants need not apply****

Deadline: Monday 15th March 2010 (midday)

NWV&M promotes cultural diversity and equal opportunities for all

Prepared: November 2008
Checked: C.Routledge/ JAN10

PERSON SPECIFICATION: Project Manager (Diversity)

| | ESSENTIAL | DESIRABLE |
|---------------------------|---|---|
| KNOWLEDGE | Demonstrable experience of coordinating and monitoring projects and activities in the workplace | Knowledge of the Northwest Region |
| | Basic knowledge and active interest of media sector and diversity issues | Knowledge of training programmes regionally and nationally |
| | Knowledge and passion for the creative industries in the Northwest | Knowledge of employment law |
| | Knowledge and experience of equal opportunities and diversity issues | |
| EXPERIENCE | Excellent time management and experience working to tight deadlines | Research experience |
| | Experience of co-ordinating or managing projects | Budget management |
| | Experience of building and maintaining effective relationships with individuals and organisations at all levels | Experience in sourcing funding or working on funding bids |
| | Experience in line/ performance management | |
| SKILLS | To be able to create information that is fit for purpose – including emails, case studies, promotional material, summary reports and formal reports | Business writing skills |
| | Confident IT skills, including Excel, Microsoft office/Outlook/ Powerpoint/ Internet explorer. You will have the ability to use packages to collate / analyse data | Facilitation, coaching or mentoring skills |
| | First class written and verbal communication | Ability to manage content on web pages |
| | Coaching and/or mentoring skills | |
| APTITUDE | Ability to manage own workload and deliver projects on time | Willing to travel and work occasional evenings and weekends |
| | Highly organised, self-motivated with the personal drive to complete multiple tasks to required timescales and standards. | Good networking skills |
| | Ability to work within a team and have a flexible proactive approach | |
| | Willing to learn with a positive attitude towards change and new challenges | |
| | Be able to define timelines for projects and meet deadlines while working on a number of projects at once. | |
| PERSONAL QUALITIES | Ability to work with tact and diplomacy in all interpersonal relationships with clients and staff alike | Patience and resilience |
| | Ability to be objective and to make objective decisions | |