



Job Title: Freelance Project Manager

Contract: Self employed

Hours: 525 hours across the three year project.

Reporting to: Senior Leadership / Programme Lead

Rate: £40 per hour

Billing Structure: Invoiced monthly based on actual hours worked toward project deliverables.

NB: There maybe weeks when you would need to work more hours than others dependent on project development and deliverables. It is expected that the number of hours worked in year one will be greater than years 2 and 3.

Purpose of the Role

To lead the coordination, delivery and overall management of the programme, ensuring high-quality implementation across all partner schools and stakeholders, and successful delivery of project outcomes and outputs. The appointed project manager will operate strictly as an independent contractor. The hourly rate is inclusive of all taxes, insurances, and business overheads. They will remain solely responsible for reporting and paying their own income tax or national Insurance.

Key Responsibilities

1. Project Coordination and Delivery

- Lead day-to-day coordination of programme activity across all schools
- Develop and manage delivery plans, timelines and schedules
- Ensure all elements of delivery (workshops, CPD, events) are effectively implemented
- Feedback on progress to SCMP Extended leadership team quarterly.

2. Partnership and Stakeholder Management

- Act as the main point of contact for partner schools, practitioners and stakeholders
- Build and maintain strong working relationships across the programme
- Coordinate communication across all partners

3. Operational Management

- Coordinate logistics including scheduling, venues and resources
- Manage risks, issues and delivery challenges proactively

- Ensure safeguarding, compliance and organisational policies are adhered to

4. Programme Oversight and Quality Assurance

- Monitor delivery across schools to ensure consistency and quality
- Manage and oversee the work of the Youth Voice Coordinator
- Support practitioners and teachers to maintain high standards
- Ensure alignment with programme aims, including youth-led principles

5. Monitoring, Evaluation and Reporting

- Oversee collection of monitoring and evaluation data
- Work closely with the Youth Voice Coordinator to integrate youth-led evaluation
- Prepare reports for funders and stakeholders
- Contribute to evaluation outputs and learning

6. Financial and Resource Management

- Support budget monitoring and resource allocation
- Ensure effective use of project resources
- Contribute to financial reporting where required

7. Supporting Learning and Legacy

- Coordinate the capture of learning, case studies and outputs
- Contribute to development of the Youth-Led Pedagogy Framework and toolkit
- Support dissemination, sharing and scaling activity

Person Specification (Summary)

Essential:

- Experience managing complex projects (education, arts or multi-partner)
- Strong organisational and coordination skills
- Experience working with multiple stakeholders
- Ability to manage timelines, budgets and delivery targets
- Strong communication and problem-solving skills
- Experience in arts-based learning or music education
- Understanding of evaluation and impact measurement
- Experience working with schools or youth programmes

Support, Supervision and Review

- Clear objectives, milestones, deliverables, and expected outputs will be agreed at the commencement of the role.
- Regular supervision, support, and progress review meetings will be held with the Project Manager to monitor progress, address challenges, and provide guidance.
- An induction period, including shadowing opportunities and additional support where required, will be provided to enable the postholder to become familiar with the role, partnership arrangements, and project requirements.
- Support arrangements will be reviewed regularly to ensure the postholder has the tools, information, and guidance required to fulfil the responsibilities of the role.
- The appointment will be subject to a formal review at six months. Should it become evident that the role, performance expectations, or working arrangements are not meeting the needs of either party, the contract/agreement may be terminated at that point in accordance with the agreed six-month break clause.