



COMMONWORD

JOB DESCRIPTION

JOB TITLE:	Project Coordinator: Commonword Community Writing Archive Project
CONTRACT:	PART-TIME, PAYE 24 Month
Salary:	£16,600 (NJC 31: pro-rata of a full-time salary of £27,668)
Hours:	21 hours per week
Responsible to:	Director
Responsible for:	Volunteers and freelance artists
Deadline:	5.00PM, Wed 4th April
Interviews:	Mon 23rd April

INTRODUCTION TO COMMONWORD

Commonword was established in 1977. We are a Manchester-based new writing development agency, funded by Arts Council England as a National Portfolio Organisation. We support and publish new writing in the North West, particularly by writers who identify as black, working class and LGBT+, who are under-represented in publishing. Our programme and services for new writers includes: workshops, seminars, conferences, competitions, masterclasses, mentoring, readings, performances, and both print and digital publications.

Commonword is a not-for-profit organisation, and a registered charity.

JOB CONTEXT

Commonword's 40 year history has reflected and anticipated many of the radical politics and movements of Manchester, consistently championing voices and communities that faced prejudice and denial, and working alongside them as they gained mainstream recognition, if not approval. Over this period we have compiled an extensive archive of our work, including publications, manuscripts, flyers, articles and newspaper cuttings, audio recordings, photographs and video.

In addition, former workers, Commonword members, and members of the community, hold a large store of edited manuscripts, life writing from the 70s to the present, DIY publications, photographs and memories that add to, complement and enrich our archive. All of this material is important as a record of Manchester's literary activist history, particularly with respect to the role that Manchester's black, LGBT+, working class, and marginalised communities have in this history.

Having secured a two-year Heritage Lottery Fund award, we want to expand our archive with material held by the community and make as much as possible available to the public, along with the literary activist history it represents.

JOB OVERVIEW

This new post will work alongside Commonword's core team. The project, in identifying, recording and managing the heritage represented in our archive – as well as in explaining and interpreting the material – will enable public engagement with the archive and the heritage it represents. The aim is to encourage people to view this heritage as a living history available for them to draw upon, and which they can be a part of and contribute to.

This is an exciting new role that will enable the little known and poorly understood literary activist history of Manchester to impact the contemporary literary scene. We are therefore seeking to appoint a proactive and experienced development worker with a proven record of managing high quality projects that inspire and engage, and has experience of managing volunteers and freelance artists to deliver this.

When applying for the role please read the person specification and then provide examples of how you meet each of the criteria.

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MAIN DUTIES AND RESPONSIBILITIES

- Develop and implement the project plan
- Liaise with established partners and develop new partner relationships
- Recruit, manage and supervise volunteers
- Collate and, where applicable, scan/digitise existing archive material
- Outreach the community, and current and former workers and members of Commonword, in order to engage them with the project and facilitate the collection and collation of new archive material
- Engage the public with the project through events, workshops, and social media
- Commission and manage freelance workers, workshop facilitators and writers
- Plan and coordinate interviews with current and former workers, writers, and members of Commonword

- Coordinate the research and recording of written and oral history relevant to the project
- Provide commentary and interpretative material for the archive, including writing a history of Commonword
- Edit commissioned work and selected archive material
- Design and produce both print and digital media, including an anthology of selected work from the archive, and an anthology of new writing inspired by the archive
- Oversee the development of the website
- Ensure the archive is made available to the public through both Commonword and Archives+
- Engage in general marketing and promotion of the archive and the project
- Ensure the keeping of up to date financial records
- Facilitate monthly project meetings
- Conduct evaluations and write reports, including producing an end of project evaluation and report
- Work with the Director to ensure accurate management of the project budget within agreed finance and accountancy procedures

DUTIES AND RESPONSIBILITIES OF ALL STAFF MEMBERS

- Take part in the general duties of Commonword, including responding to enquiries and general administration
- Work in accordance with the Equality and Diversity policy of Commonword and participate in the achievement of Commonword's Equality action plan
- Abide by other procedures and policies provided by Commonword
- Take part in such networks and forums as might from time to time be required for the fulfilment of Commonword's aims

PERSON SPECIFICATION

Essential skills and experience

- Knowledge, experience of, and commitment to the heritage of marginalised communities in Manchester
- The ability to implement a project plan, on time, meeting core deliverables
- Ability to effectively manage a budget of £20K+ and maintain financial records
- Experience of managing and supervising freelance workers and volunteers
- Experience of planning and delivering outreach within community and/or school settings
- Ability to facilitate workshops and engage with new audiences
- Knowledge of, and ability in, creative writing
- Ability in editing of poetry, fiction and non-fiction
- Experience of managing partner relationships

- Strong communication skills, verbal and written, with the ability to communicate in a clear and informative way
- Self-motivated, ability to prioritise own workload and learn new skills
- Commitment to and an in-depth working knowledge of equality and diversity
- Proven ability to work effectively as part of a team
- Ability and willingness to work flexibly, including occasional evenings and weekends

Desirable

- Knowledge of literature development activity in the region
- Direct experience of community development projects
- Knowledge of Archives and Heritage
- Familiarity with social media as an engagement platform
- Knowledge of Adobe InDesign, Illustrator and Photoshop
- Knowledge of the arts funding system

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