

## **GROW PROJECTS MANAGER**

**CLOSING DATE:** 31 January 2024

**INTERVIEWS:** W/C 5 February 2024

**LOCATION:** Alice Billings House, Stratford and Grow Studios in Hackney Wick

**CONTRACT:** 12 months (with possibility of extension)

**POSITION TYPE:** 32-40 hours (part time wage will be calculated pro-rata dependent on hours)

**CONTRACT TYPE:** Fixed term 12 months (with possibility of extension)

**PAY:** £32,000 per annum for a 40 hour week

**RESPONSIBLE TO:** GROW Directors

**RESPONSIBLE FOR:** No direct reports

**PROBATION:** 1 Month

**ANNUAL LEAVE:** 5.6 weeks in each full holiday year calculated on a pro-rata basis

**BENEFITS:** Contributory pension scheme; Complimentary tickets for Grow's events programme, discount at Grow's bar/kitchen and Training and Development Opportunities

## **ABOUT GROW**

GROW is an ecosystem of studios in Hackney Wick, London. The first GROW studios in Hackney Wick was established in 2007 and since then has been creative home to over 300 artists and SMEs, including visual and fine artists, photographers, filmmakers, architects, clothing and set designers, music producers, a baker, a blacksmith and street artists. Grow Hackney (a grassroots cultural and community hub and experiment in ethical and sustainable business) is also part of the studios and marks its 10th anniversary next year. In 2024, we are extending our studio offer in the Hackney and Stratford areas and launching some flagship projects which have a focus on sustainability and culture.

## **WHAT WE'RE LOOKING FOR**

In 2024, GROW will be expanding and improving our studio offer and delivering high-profile projects. We are looking for a GROW Projects Manager to take a lead on managing these projects so that they are simultaneously managed smoothly and efficiently and opportunities and impact are maximized. You will be working closely with GROW's founding directors, other managers, key partners and the artists, makers and producers of Grow Studios. The projects already have agreed scopes and resources so you can hit the ground running by moving them from proposal stage into action and delivery. The projects are designed to have innovative and exciting plans and outcomes, yet realistic and achievable, with built in flexibility so the GROW Projects Manager can really put their stamp on them.

## **ALICE BILLINGS HOUSE**

For 16 hours per week, you will be working on helping establish new studios and a creative hub in Stratford. Alice Billings House is one of Newham's most historic buildings located on Stratford's historic High Street. This beautiful Grade II listed building was built in 1905-6 as firefighter's accommodation for the West Ham Fire Brigade and makes a perfect space to repurpose into studios for artists to make their creative home. In addition to the studios, there will also be an outreach and engagement programme in a dedicated public-facing project space, along with activities and events for the local community. This project is in partnership with the Creative Land Trust with support from the National Heritage Lottery Fund.



## **OTHER PROJECTS**

You will also be working on other projects relating to the circular economy, solar and Grow Hackney's 10th Anniversary celebrations.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Making projects into reality with planning, allocation of resources and scheduling/coordinating timelines
- Identifying opportunities for optimising and improving our processes and systems as we scale
- Managing relationships with key partners (including working with partners on multiple sites)
- Being the first point of contact in regards to specified projects, this includes sharing key information, project updates and managing interdependencies and handovers
- Overseeing the relationship with tenants (artists, makers and producers), working with Studio Manager
- Coordinating outreach activities and events, including working with partners, community groups, charities and local institutions, including organising Open Studios as part of London-wide events
- Supporting an interpretation project for Alice Billings House by working with Heritage Consultants and Outreach Facilitators bringing the stories of the buildings alive
- Encouraging networking; cultural and practice exchanges, learning opportunities across projects and cross collaboration across sites
- Liaising with and updating Grow's marketing team on communication opportunities
- Proposing and writing content for websites, email newsletters and other platforms
- Ensuring agreed data is collected, stored and reported to directors, partners and funders
- Monitoring and updating budgets, ensuring finances are processed as agreed (working with finance officer)
- Supporting bid writing of future funding opportunities
- Key holder for sites and point of contact for access

## **OTHER**

- Attending meetings and training when required
- To undertake any other specific duties that might be reasonably required of the post-holder as determined by members of the directors
- All activities and duties to be carried out to the highest standard and in line with the company values, H&S standards and procedures
- Some evening and weekend work at events may be essential but will be agreed in advance with notice given and time off in lieu

## **GENERAL**

Grow operates within a constantly changing environment and as such, work priorities and targets may change. The organisation reserves the right to make reasonable changes to the job purpose and accountabilities in order to introduce other duties that occasionally arise, which fall within the key purpose of the role.

During the probation period, you will be provided with clear guidelines of what is expected from you, including completing an induction programme and other mandatory training to maintain high standards in the context of Grow's Core Values, to uphold the Equality and Diversity Policy, health and safety standards and to participate in training activities necessary to this post.

## **WHO WE ARE SEEKING**

We're looking for someone who has the following:

### **Essential**

- Track record of managing projects within the cultural sector
- Ability to multitask across a complex array of tasks and projects
- Strong communication skills and team player
- Excellent organisational and time management skills
- Teamwork skills as well as the ability to work independently
- Managing multiple stakeholders to achieve desired outcomes for all
- Demonstrable experience of working on simultaneous projects
- Experience of monitoring and updating budgets
- A systematic and creative approach to problem solving, with a can do attitude

### **Desirable**

- Experience of Google Suite
- Knowledge of the local cultural and community scene
- Fundraising/bid writing experience
- Passion for the art and music
- Passion for sustainability

## **WHAT CAN WE OFFER?**

- A genuine opportunity to see us through a huge period of growth and development. Whilst we need someone experienced to do this justice, we also recognise that this is an opportunity for professional development and will support the right candidate to achieve the goals set
- Grow is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.

## **HOW TO APPLY**

Please email a CV and a covering letter to let us know about your interest in the role and relevant skills and experience to [jordanna@growthackney.co.uk](mailto:jordanna@growthackney.co.uk) Please ensure to state the number of hours you are looking for.