

**Job Profile**  
**Project Manager (Birds, Bees, Bikes and Trees)**

Job Purpose: To lead on the project management, production and reporting for Baltic's National Lottery Climate Action Fund Project: Birds, Bees, Bikes and Trees

**Key Outputs and Accountabilities**

To coordinate the production and delivery of The National Lottery Climate Action Fund Birds, Bees, Bikes and Trees project from January 2024 to December 2027.

To be the main liaison between Baltic National Lottery, Northeast Young Dads and Lads and Newcastle University

To liaise with artists, collectives and other collaborators on the development/delivery of their contribution for the project in close dialogue with the Head of Learning and Civic Engagement, Head of Visitor Experience at Baltic, Northeast Young Dads and Lads and Newcastle University.

To support the programming, production and delivery of engagement events for schools and wider communities in close dialogue with colleagues from Baltic's Learning Team and Northeast Young Dads and Lads.

To support the liaison with school and community partners to schedule dates, sites and logistics throughout the project.

To provide delivery facilitation and project management as part of the project.

To effectively manage and monitor the project budget, in close liaison with the Head of Learning and Civic Engagement.

To manage the documentation and evaluation of the project in close dialogue with the Head of Learning and Civic Engagement and Newcastle University.

To work in an environmentally sustainable manner and actively contribute to the delivery of Baltic's sustainability goals.

To develop and follow risk assessments, monitor and follow safeguarding procedures in line with Baltic policies.

To embed Baltic's access, equity and inclusion policies in the development and delivery of the project.

To liaise with Baltic teams across the organisation to facilitate the delivery of the project.

To undertake any other duties commensurate with the level of the post, as may be reasonably required.

**Person Specification**

Essential

Strong organisational and project management skills.

Ability to prioritise, meet objectives and work to deadlines.

Experience of working with key stakeholders.

Managing and monitoring large budgets experience.

Experience of working with schools, colleges and teachers.

Experience of working with community groups.

Experience of initiating artist-led commissions and interventions.

Strong relationship building skills together with good experience and understanding of audience development.

Excellent communication skills, including confident public speaking and writing skills.

A demonstrable understanding of relevant regional and national policy and programming including the socio-economic, cultural and political challenges and opportunities in the Northeast.

Good understanding of Health and Safety, Equal Opportunities, Diversity and the protection of children, young people and vulnerable adults.

Good IT skills.

Desirable

A demonstrable knowledge of the national curriculum.

A good understanding and knowledge of contemporary art, including current debates, artistic practice and theory.

	<p>Qualification in teaching/Museum Studies/Gallery Learning.</p> <p>Experience of delivering socially engaged artist programming.</p> <p>Experience of working in the Northeast.</p>
<p>Reports to: Interim Head of Learning and Civic Engagement</p> <p>Pay Band: D</p>	