



Job Description

Role: Project Manager: Queer Up North 1992-2002: Celebrating Manchester's LGBTQ+ Heritage.

Salary and terms: 0.6 (equivalent to 3 days a week), 21-month contract, £34,000 per annum (pro rata)

Holidays and pension: 20 days + Bank Holiday as pro rata.

Responsible to: Project Directors & Manchester Histories.

Responsible for: Volunteers and Freelance staff as required.

Working with the team at Manchester Histories and key partners.

Based at: Manchester Histories office at The University of Manchester, with hybrid working available.

Flexible working and some evening and weekend work will be required.

The Project

The project will step inside the world of Queer Up North (QUN) festival and celebrate unforgettable experiences, as told by artists, partners and audiences who made it all possible! Centred on the QUN Archive, the project will curate the UK's most significant archives of historical LGBTQ+ materials focusing on the QUN Festivals between 1992-2002 as a catalyst for uncovering the broader LGBTQ+ culture and history, and the life of Manchester in that decade.

The project will be a resource for researchers, educators, activists, and the wider community, preserving and honouring LGBTQ+ histories for future generations. Gathering 40 Oral Histories and new archival material, which will be brought to life on a web platform encouraging interaction from academic and non-academic audiences. A comprehensive programme of events, talks and creative outputs will celebrate QUN and LGBTQ+ heritage in

Manchester (and beyond) promoting greater awareness and celebration of LGBTQ+ experiences, contributing to a more inclusive and equitable society.

Manchester Histories

The role will be based within the Manchester Histories team. Manchester Histories are an award-winning charity that works collaboratively to reveal, share and celebrate Greater Manchester's diverse histories and heritage. We connect people to explore the past and shape the future through histories and heritage.

Manchester Histories is proud to celebrate the diversity, creativity, ingenuity and social principles of the people of the ten Greater Manchester districts. Our engagement with histories and heritage empowers people, both as creators and audiences, by recognising and valuing their stories.

We develop our work in partnership with communities, academics, volunteers, artists and organisations, so our work manifests itself in response to the people we work with and for. As a result, Manchester Histories creates work that is innovative, creative and different.

We deliver a yearlong public and community engagement programme and host the biennial Manchester Histories Festival.

Our values, aims and ambitions are set out in our three-year business plan. Which can be viewed [here](#).

Purpose of the Role

- In conjunction with the Project Directors & Manchester Histories, to ensure that the Project Plan is delivered within budget and that agreed targets and milestones are met
- Ensure that the Project Plan is updated and revised as necessary, communicating key changes to partners and stakeholders
- Overseeing the delivery and management of key aspects of the Project Plan as required
- In conjunction with Manchester Histories, ensure that all administration related to the project is completed, including keeping appropriate records and ensuring adherence to data and GDPR policies

- Liaise with the Finance Manager at Manchester Histories to ensure effective financial management of the project, maintaining oversight of the financial records
- Attend the Project Steering Group meetings as required, and support the effective management of the project
- Manage the process of collecting new archival material in liaison with archivists, oral historians and expert advisers as appropriate
- Support the development of the online archive, liaising with the designer and archivists, partners and specialist advisers, providing co-ordination support as required
- To be responsible for the recruitment and management of volunteers, including student researchers, at every stage of the project, and ensuring the effective delivery of appropriate training provision
- Ensure that the health and welfare of all remain a key priority in the delivery of the project, including the safeguarding of all participants, with DBS checks as appropriate
- Support any fundraising activity necessary to complete or develop the project
- Manage and support consultation processes with appropriate stakeholders, as agreed with the Project Directors
- Maintain and develop relationships with partners, ensuring effective communications with all stakeholders
- Work with the marketing and communications advisor to ensure effective external communications, including day-to-day oversight of social media channels
- Support the recruitment of freelance staff, including the film programmer, website developer, filmmaker, podcaster producer, and Young Creatives/ producer, ensuring appropriate contracting for all roles
- Support the filmmaker, podcaster producers, Young Creatives/producers etc to deliver their work effectively, including appropriate co-ordination as required

- Support the Project Directors in the management of events, including liaising with partners, venues and speakers, and managing the logistics necessary for their smooth delivery
- To be responsible for ensuring that evaluation and monitoring are conducted throughout the project in line with the evaluation framework, and support the delivery of the final evaluation report
- To work actively within all the policies and procedures of Manchester Histories
- To undertake any other tasks reasonably requested by the Project Directors and Manchester Histories

Person Specification

- At least three years of project Management experience, including budget management
- Experience of working with partners and an understanding of stakeholder management
- An understanding and appreciation of LGBTQ+ culture and history
- Experience with heritage and/or archival projects, including an understanding of research skills
- Good interpersonal skills and experience in supervising volunteers
- Excellent written and communication skills
- Good time management skills with the ability to manage a varied workload and to prioritise accordingly
- Excellent IT skills, and the ability to use Microsoft Office software with confidence
- Experience of monitoring and evaluation, including a range of evaluation methodologies
- Flexible and adaptable approach to work, with initiative and proactive solution-based thinking