



# MANCHESTER HISTORIES

Connecting people through histories and heritage

## **Job Description: This is Us Project Manager.**

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### **Location:**

WLG.21 Samuel Alexander Building, The University of Manchester, Oxford Road Manchester M13 9PL (Hybrid working available)

### **Contract:**

Fixed term (Two years 2025 - 2027)

**Responsible to:** Manchester Histories CEO

### **Salary:**

£30,000 per annum

### **Hours:**

Full-time (36.00 hours per week)

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### **Background:**

This is Us: Tracing Manchester's histories seeks to reshape and redefine how Manchester's public realm reflects its rich and diverse history. Building on insights from extensive public consultations, the project will amplify underrepresented voices and confront complex legacies, including those tied to migration, the transatlantic slave trade and industrial exploitation.

By fostering collaboration among community groups, academic institutions, cultural partners and local authorities, the initiative will create an inclusive digital platform for storytelling and dialogue.

Through digital innovation and community-driven activities, the project will celebrate overlooked stories, support learning, and ensure accessibility for all. The project will

empower communities to actively engage with their heritage, fostering pride and a shared sense of belonging. It aspires to transform public spaces into more accurate and inspiring reflections of Manchester's diversity, making a lasting contribution to cultural equity and inclusivity.

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### **Purpose of the Role:**

The Project Manager will lead the 'This is Us' project, ensuring it meets its objectives within scope, time, and budget. You will coordinate stakeholders, volunteers, community groups, oversee programming, manage budgets, and support the engagement of diverse audiences, with a strong focus on inclusion, representation, and the sensitive navigation of complex histories and legacies.

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### **Key Responsibilities:**

#### **1. Project Planning & Delivery:**

- Develop and manage the project plan, ensuring milestones and deliverables are met.
- Oversee logistics, scheduling, and operations for all related events and activities.
- Ensure compliance with relevant policies and procedures, including Equality Diversity & Inclusion, Health and safety and Safeguarding.
- Navigate complex historical narratives with a thoughtful and sensitive approach, ensuring respectful representation and engagement.

#### **2. Stakeholder Engagement & Partnerships:**

- Cultivate and manage relationships with key stakeholders and partners, including Manchester City Council, cultural institutions, community groups, and project partners.
- Act as the primary point of contact for the project, representing it at public events and meetings.
- Develop and sustain strategic partnerships with local artists, educational institutions, and heritage organisations to maximize impact and reach.
- Work collaboratively with diverse community partners to ensure the project reflects multiple perspectives and voices on what is and what is not represented in public spaces.

### **3. Audience Development & Engagement:**

- Lead **initiatives** to engage younger and underrepresented audiences.
- Work closely with the marketing and communications teams to ensure effective outreach and accessibility.
- Implement audience feedback mechanisms to measure impact and participation.
- Address and manage sensitive cultural and historical issues with inclusivity and integrity.

### **4. Budget & Resource Management:**

- Manage project budgets, ensuring financial accountability and reporting.
- Identify and pursue additional funding opportunities where applicable.
- Procure services and resources in line with project needs and financial guidelines.

### **5. Evaluation & Reporting:**

- Use Manchester Histories robust monitoring and evaluation frameworks to track progress and impact.
- Prepare reports and presentations for senior management, funders, and stakeholders.
- Use data insights to inform project improvements and long-term strategy.

### **6. Event & Content Curation:**

- Support the programming of activities aligned with the project's themes and objectives.
- Collaborate with artists, historians, and cultural practitioners to deliver high-quality events.
- Ensure all content aligns with the project's values and objectives, particularly in addressing complex histories and legacies.

### **7. Team Coordination & Leadership:**

- Oversee project team members, volunteers, and external contributors.
- Provide leadership, guidance, and support to ensure successful project delivery.
- Encourage an inclusive and collaborative working environment, ensuring team sensitivity to the complexities of the project themes.
- Lead on the digital leaning programme for volunteers and communities.

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## **Person Specification**

### **Essential Criteria:**

- **Experience:**
  - Proven experience in project management within the arts, culture, or heritage sectors. At least 3-5 years
  - Track record of delivering community-focused projects with multiple stakeholders and partners.
  - Experience in addressing complex and sensitive historical narratives with nuance and care.
  - Experience in building and managing partnerships with public and private sector stakeholders.
  - Strong background in audience development, particularly engaging younger and diverse communities.
  - Budget management and reporting experience.
  - Experience of working with volunteers
  
- **Skills & Knowledge:**
  - Strong project planning, organizational, and coordination skills.
  - Excellent stakeholder management and partnership-building abilities.
  - Understanding of marketing, communications, and digital engagement strategies.
  - Knowledge of cultural and heritage sector policies and best practices.
  - Strong written and verbal communication skills, with the ability to present to different audiences.
  - Ability to analyse data and produce insightful reports.
  - Sensitivity to social, cultural, and historical issues, ensuring respectful and inclusive programming.
  
- **Personal Attributes:**
  - Passion for history, storytelling, and community engagement.
  - Proactive, solution-focused, and adaptable to evolving project needs.
  - Commitment to diversity, equity, and inclusion in cultural programming.

- Ability to work independently and as part of a team.
- Diplomacy and cultural awareness in addressing sensitive topics.

**Desirable Criteria:**

- Relevant qualification in project management, arts management, or cultural studies.
  - Experience in working with local authorities or public sector stakeholders.
  - Familiarity with Manchester's cultural landscape and communities.
  - Knowledge of fundraising and grant application processes especially National Heritage Lottery Funded projects.
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