Project Lead Contract Schedule

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| Task | Change Minds Project Management |
| Contract |  |
| Reports to |  |
| Timetable |  |
| Fee rate |  |

**Context**

Change Minds is a partnership project between [*project partners*].  It involves people living with mental ill health, who would not normally interact with archives, and encourages them to use these sources as a means of improving their wellbeing. The project is set to run for [*duration*] and will be evaluated to aid with the development and improvement of the Change Minds methodology.

Change Minds will have the following staff/consultants:

* Project Lead
* Project Coordinator to run the project day to day, hosted by [*archive service*]. This could be the same individual as the Project Lead
* Evaluation Research Consultant to manage evaluation research and write an Evaluation Research Report
* 1 or 2 Creative Facilitators to run Creative Workshops and support a final project exhibition and/or publication
* Participants’ Mental Health Support Worker(s)
* Partner staff from [*archive service*] and [*mental health support organisation*]
* [*Others as appropriate*]

**Purpose of the role**

The Project Lead will chair the Project Board, and account to the [*funding body*] and other funders and stakeholders for delivery of Change Minds, according to the outputs and outcomes identified in the Project Plan. The Project Lead will report to the Project Board.

**Key responsibilities**

1. Chair and provide administrative support to the Change Minds Project Board, using organisational and networking resources.
2. Manage the Project Plan, including monitoring and controlling resources to maximize their efficient and effective use so that activities are completed to time, cost and quality targets.
3. Monitor outputs and ensure budgetary compliance, including provision of regular reports to the [*funding body*] and other funders as necessary.
4. Participate in the recruitment and appointment of the Project Coordinator, Evaluation Research Consultant, Graphic Designer, Creative Workshop facilitator/s, and other consultants and professionals appointed by the Project Board.
5. Oversee the quality of work by the Project Coordinator, and support and advise the Project Coordinator in regular supervision meetings.
6. Oversee the quality of work by the Evaluation Research Consultant, Graphic Designer, Creative Workshop facilitator, Expert Adviser and other consultants and professionals appointed by the Project Board.
7. Collaborate with the Project Board in developing partnerships and programmes for Change Minds’ evaluation research and professional network aims, not funded by the [*project funder*].
8. Oversee the recruitment of participants and volunteers.
9. Take responsibility for Project Reporting, including management and mitigation of risk.
10. Ensure adherence to the Change Minds Hub and other partners and stakeholders’ policies and procedures, particularly in relation to Confidentiality, Vulnerable Adults, Safeguarding Children and Young People, Equal Opportunities, Health and Safety,
11. Maintain appropriate professional indemnity and other insurances.
12. Develop and maintain effective relationships with funders, patrons, partners, contributors and stakeholders.
13. Oversee the local project‘s public communications, including promotional and publicity material, publications, exhibition text and website and social media.

**General management/administration**

1. Liaise with [*archive service*] and the Project Board regarding management of the Project Coordinator.
2. Supervise the Project Coordinator in regular supervision meetings.
3. Attend Reflective Practice, Evaluation Research and other meetings as required.
4. Oversee events and outputs as necessary.

**Person Specification**

1. Experience of delivering art and wellbeing projects for people with mental health conditions.
2. Experience of chairing a Project Board.
3. Experience of recruiting, supervising and managing staff and consultants
4. Good at working with a variety of people, as leader, colleague, manager, support worker.
5. Clear and persuasive written and verbal communication skills
6. Understanding of political processes, local authorities, heritage organisations, health bodies and research organisations.
7. Understanding charitable trust organizational structures and procedures.
8. Enhanced DBS clearance.