



JOB DESCRIPTION – January 2025

Job Title	Project Manager, Maternity Cover
Contract length	Fixed Term, Maternity Cover, up to 12 months
Reports To	Line Manager (currently the Assistant Director)
Location	Hybrid working in Daisi office (Exeter Phoenix, EX4 3LS) and home. Office days are Tuesday and Wednesday.
Part Time	The role is 3 days per week (0.6 FTE)
Salary	£29,000 per annum pro rata
Other options and opportunities	Daisi is also seeking a Communications and Marketing Officer which is a 2 days per week role (0.4 FTE), fixed term for 1 year. Applicants with the experience and flair required for both roles are invited to apply for the combined role which would create a full-time role (or potentially part time by negotiation).

Primary Purpose of Role

To work with the Director and Daisi team to design, promote and deliver a broad range of high-quality work across a varied range of projects, with particular responsibility for stimulating interest in, negotiating, and managing projects for schools

Key Responsibilities

- 1) be a positive Ambassador for Daisi
- 2) strategically develop Daisi’s relationship with schools (including all phases of education, and alternative education), working with Academy Trusts, Federations and other school and family groupings as well as with individual schools, Academies and colleges
- 3) market and sell Daisi services to schools, achieving income targets

- 4) inspire schools to run innovative projects that enhance the place and value of high-quality creative arts education in schools, and work with artists, Daisi colleagues and other partners to achieve this
- 5) plan, manage, implement, monitor and evaluate school projects
- 6) develop Daisi's relationship with artists, in line with Daisi strategy, supporting artists' work and creating professional development opportunities for artists in order to maintain high quality
- 7) lead on or support (as required) the design, development, project management and evaluation of projects within Daisi's wider project, activity and event portfolio, which includes in and out of school and the wider community
- 8) lead, or collaborate with Daisi colleagues or other partners (as required), on funding bids, applications and commission tenders
- 9) work to defined budgets and targets
- 10) Undertake all administration tasks associated with this Project Manager role and in addition be responsible for a range of general administration tasks which are shared across the Daisi staff team
- 11) produce or collaborate on schools' resource packs/materials when appropriate
- 12) ensure work is documented and data and testimonies are logged, and learning is shared more widely
- 13) map activity against a range of appropriate categories in order to inform Daisi strategic planning
- 14) report, verbally and in a written report, to the Daisi Board meetings
- 15) carry out any other duties that may be reasonably required of the Project Manager, as agreed with the Director or Line Manager