Dear Applicant,

Thank you for your interest in the advertised position of Project Manager – StartEast (Fixed Term Contract 12th August 2019 to 30th September 2019) at the New Wolsey Theatre.

The New Wolsey Theatre is looking for an experienced Project Manager to manage all aspects of the final completion stage of the StartEast project, working with the New Wolsey Theatre, Norfolk County Council and Suffolk County Council. The successful candidate will have a track record in the strategic development, management and delivery of high quality programmes and will be comfortable working in a fast-paced environment.

Please find enclosed:
- Company Information Document
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

(*Mission statement and further information can be found on our website www.wolseytheatre.co.uk.)

Completed applications should be returned by 12 noon on Tuesday 30th July 2019.

Please send completed applications to Julie French, Administration Assistant by email: jfrench@wolseytheatre.co.uk, or by sealed envelope, marked as Private and Confidential, to: Julie French, New Wolsey Theatre, Civic Drive, Ipswich, Suffolk IP1 2AS.

Please note you must complete an application form to be considered for this position, we do not accept CVs as a form of application.

Interviews for short-listed candidates will be held on Friday 2nd August 2019. Candidates should be able to attend interview on this date.

As an organisation accredited by the Job Centre as a Disability Confident Employer, we guarantee to interview all D/deaf and disabled applicants who meet the essential criteria for this vacancy.
**About StartEAST**

**StartEast** is a £1.2 million project funded by the European Regional Development Fund (ERDF) and Arts Council England (ACE) and developed by the New Anglia LEP Cultural Board as part of their initiative to make Norfolk and Suffolk places where enterprising, creative people can start up and build sustainable, cultural enterprises.

StartEast launched in June 2017 and is providing business support and investment for over 350 creative small to medium enterprises (SMEs) and entrepreneurs. The current portfolio includes theatre, dance, music, writers, design, visual art and a cluster of arts practitioners working in in health, education and social care settings.

StartEast is managed by Norfolk County Council and delivered by the New Wolsey Theatre in Ipswich with support from Suffolk County Council and a Steering Group of regional partners and stakeholders.

Further information on StartEast can be found at [starteast.co.uk](http://starteast.co.uk).

**About New Wolsey Theatre**

**The New Wolsey Theatre** is a regional theatre with a national reputation for the quality, range and reach of its work and for embracing cultural diversity in the widest sense. The theatre is central to the creative life of Suffolk and seeks to expand the horizons of audiences and artists by presenting a programme designed to entertain, enrich and challenge. The watchwords for all work are highest quality, greatest diversity and maximum accessibility.

The New Wolsey produces and presents a year-round programme of work for all ages in both the main theatre (400 seats) and the studio (104 seats), combining its own productions with a wide range of visiting theatre, music, comedy, and other performing arts.

The theatre is nationally renowned for its producing work both as sole producer and in collaboration with a diverse range of UK and international artists and companies. In recent years it has co-produced with other regional theatre including: Queen’s Theatre Hornchurch, Nottingham Playhouse, Leeds Playhouse, Birmingham Repertory Theatre, Sheffield Theatres, Northampton and Southampton Theatres and touring companies such as Graeae, Talawa, ETT and Fingersmiths.

(Mission statement and further information can be found on [www.wolseytheatre.co.uk](http://www.wolseytheatre.co.uk)).
JOB DESCRIPTION

Job Title: Project Manager – Fixed Term. Monday 12th August 2019 to Monday 30th September 2019

Responsible to: Chief Executive, New Wolsey Theatre

Job Purpose: To manage the final completion stage of the StartEast project

The post is funded by the European Regional Development Fund (ERDF) and Arts Council England (ACE) and will be based at the New Wolsey Theatre

Key Responsibilities

- Manage and oversee handover of all project processes and systems including CRM (database) CMS (website) and Social Media Channels including Instagram and Twitter;
- Arrange and conduct remaining monitoring visits with StartEast members;
- Support external consultants (BOP) with evaluation;
- Support legacy planning to maximise value and impact of the project;
- Manage event planning and PR for final Steering Group and member event on 23 September 2019

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.
JOB SPECIFICATION

Hours of Work:

40 hours per week (part-time and flexible working considered)

Term:

The contract will be fixed term- Monday 12th August – Monday 30th September 2019

Salary:

£37,695 per annum, pro-rata

PERSON SPECIFICATION

Attributes

Essential

- Project Manager with at least 5 years experience
- Fully competent IT skills
- Ability to direct and lead staff
- An understanding of public funding and accountability
- Excellent communication, administrative, financial and organisational skills

Qualifications and Experience

Essential

- Educated to degree level in an arts subject, or equivalent experience
- Track record in the strategic development and delivery of high quality programmes
- Understanding and experience of working with creative businesses
- A strong advocate, able to communicate with peers and stakeholders
- Track record in working in partnership with a range of funders, agencies, organisations
- Experience of monitoring, evaluating and reporting on projects
APPLICATION FOR THE POST OF:
StartEast Administration Assistant

Please return to: Julie French
New Wolsey Theatre, Civic Drive, IPSWICH IP1 2AS
or email to jfrench@wolseytheatre.co.uk

PERSONAL DETAILS

First Name(s): 
Surname: 
Address: 
Postcode: 
Tel: 
Mobile: 
e-mail: 

Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you
are successful with your application we will ask you to provide appropriate documents, such
as your passport, visa, work permit or birth certificate and proof of your national insurance
number, in accordance with the Asylum and Immigration Act 1996.

Are you legally authorised to work in the UK?  Yes  No

Is this subject to a work permit or visa?  Yes  No
EDUCATION, TRAINING AND QUALIFICATIONS SUMMARY
(A concise CV containing this information may be submitted instead of completing this section)

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EMPLOYMENT HISTORY (SUMMARY)
(A concise CV containing this information may be submitted instead of completing this section)

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With reference to the Job Description and Person Specification, explain why you wish to apply for the post and describe the skills and experience you have to undertake the job as outlined. This is your opportunity to convince us that you are the right person for the job. (Continue on a separate sheet if necessary.)
As an organisation accredited by the Job Centre as a **Disability Confident Employer**, we guarantee to interview all disabled applicants who meet the essential criteria for this vacancy.

The New Wolsey Theatre wishes to encourage applications from suitably qualified and experienced D/deaf and disabled people and we therefore ask you to use the space below to provide information on your disability status and access requirements if you wish to be considered in line with the above scheme (please mark as N/A if not applicable or leave blank if you wish not to declare).

This information will remain confidential and is required to help us fulfil our responsibility to encourage and assist in the employment of D/deaf and disabled people.

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| Do you have a current driving licence? | Yes / No |
| Do you have your own transport?       | Yes / No |
| Are you at least 18 years of age?      | Yes / No |
| If offered this position will you continue to work in any other capacity? | Yes / No |
| (If yes, please give details)          |

| When are you available to start?       |
| Where did you see the advertisement for this job? |

**ANY OTHER INFORMATION**

Please use this space to tell us about anything else that may be of relevance to your application.
REFERENCES
Please give details of two referees.

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References may be taken up before interview or prior to an offer being made. If you would prefer that we did not take references until after an offer has been made please tick here □

Declaration

I have read and understood the information contained in this application form, and I declare that all information I have provided on this form, or in an attached CV, is true and accurate. I understand that omissions or incorrect statements might disqualify me from this position and, if already appointed, my employment may be terminated. I also understand that any offer of employment is subject to satisfactory references.

By signing this form, I understand I am agreeing to the above declaration:

Signed: ___________________________________________ Date: ____________________
EQUAL OPPORTUNITIES IN EMPLOYMENT

Policy Monitoring: This form will be treated confidentially

The information you supply on this form will be detached from your application and used for monitoring purposes only. This form will not form part of the selection process.

Submission of this form indicates your explicit consent that the data you provide may be processed in accordance with the provisions of the Data Protection Act 1998.

NOTE: Your application will be in no way prejudiced if you decline to complete this form. It will be separated from the application form whether or not you have completed it.

The New Wolsey Theatre wishes to be an Equal Opportunities employer, and has a policy of monitoring employment applications in order to monitor the effectiveness of our Equal Opportunities policy and commitment to equality and diversity.

POST: STARTEAST – Project Director

Please circle or highlight as appropriate

1. I would describe my race or cultural origin as:

   **White:**
   - British
   - Irish
   - Other European
   - Any other white background

   **Asian or British Asian:**
   - Asian Indian
   - Asian Pakistani
   - Asian Bangladesh
   - Any other Asian background

   **Chinese or British Chinese:**
   - Chinese

   **Black or Black British:**
   - Black – African
   - Black – Caribbean
   - Any other black background

   **Dual Heritage:**
   - Black African and White
   - Black Caribbean and White
   - Chinese and White
   - Asian and white
   - Any other background from more than one ethnic group
(If you have circled ‘Other’ for any category, please describe your ethnic origin):………………………………………………

2. My sex is: Male Female Gender Neutral

3. My marital status is: Single ☐ Cohabiting ☐ Married ☐ Separated ☐ Divorced ☐

4. Is there anyone who relies on you for day to day care and assistance? Yes No
   If ‘Yes’ are they: Children Aged 0-4 ☐ Aged 5-11 ☐ Aged 12-16 ☐
   Other family member or partner ☐

5. My age is: 16-19 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60+ ☐

6. Are you a Deaf or disabled person? Yes No

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**EQUAL OPPORTUNITIES AND DIVERSITY POLICY**

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. NWT believes that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company’s activity and employment practice.

The NWT is committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. It will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. NWT opposes all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation’s output.

The NWT strives to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.