

# Cement Fields

## New Art North Kent

### Job Description

Job Title:	Project Manager - <i>This Must Be the Place, Ebbsfleet Garden City</i>
Contract:	Freelance, 12 month contract, with the option to renew
Salary:	Commensurate with experience and by negotiation, anticipating day rates of between £160 and £230 per day inclusive of all fees and expenses (except occasional travel further afield which will be reimbursed)
Location:	Remote, and on site in Gravesham / Dartford / Ebbsfleet, and possible occasional travel further afield for conferences and field trips
Reporting to:	Artistic Director / CEO
Application deadline:	Tuesday 17 August 2021, 5pm
Interview dates:	2 / 3 September 2021, held remotely via zoom/whereby
Start date:	TBC with successful applicant

### About Cement Fields

Cement Fields is a visual art organisation working collaboratively with artists and communities to create ambitious new art along the Thames Estuary, from Dartford to Whitstable. We invite people to encounter, research, make, and exchange views on contemporary art, and broaden access to art by creating opportunities for young people to develop imagination and skills and to find meaningful pathways into creative careers.

Cement Fields has grown out of Whitstable Biennale, a visual art festival founded in 2002 with an international reputation for developing experimental new work, often giving artists their first commission, and attracting over 70,000 visits to each edition. We are part of Arts Council England's National Portfolio, and supported by the University of Kent.

Cement Fields is a neurodivergent led organisation. We are exploring new



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organisation models which fully embrace neuro-inclusion, and ways we can champion the inclusion of a diverse range of neurodivergent people in the arts.

### **About *This Must Be the Place, Ebbsfleet Garden City***

Ebbsfleet Garden City is the UK's first new Garden City for 100 years. *This Must Be the Place - Ebbsfleet Garden City* is a programme developed by Cement Fields in partnership with (government body) Ebbsfleet Development Corporation (EDC), and co-led by local young people.

The programme is inspired by, and located within, Ebbsfleet and its impact areas of Northfleet, Swanscombe, and Greenhithe.

Working with artists, practitioners, and local, national and international partners, young people will shape the development of their new Garden City, creating a deep sense of place and home and gaining new creative skills, a strengthened collective voice, and increased agency.

By leading creative action research, young people will become custodians of knowledge exploring how to build places creatively shaped by young people, and will contribute to a new blueprint for creative youth-led placemaking. This learning will be shared widely through discussions, showcase events, and at conferences. A filmmaker will capture the project from beginning to end.

The plan for the first year of the programme is to work with young people within relevant courses at local colleges and schools. Working closely with EDC, developers, and a team of creative practitioners (for example a philosopher, a visual artist and landscape gardener), young people will input to designs for a whole scheme development in the Garden City, plus smaller interventions across the City.

*This Must Be the Place* is supported using public funding by the National Lottery through Arts Council England, and by Ebbsfleet Development Corporation.

[cementfields.org](http://cementfields.org)  
[ebbsfleetdc.org.uk](http://ebbsfleetdc.org.uk)

### **About this role**

The purpose of this role is to manage the strategic and day-to-day running of *This Must Be the Place, Ebbsfleet Garden City*. The Project Manager leads and oversees the programme, making sure it is delivered on time, on budget, and achieves the best possible outcomes.



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The Project Manager will devise and deliver a programme, building on plans in place, that enables local young people to creatively shape the development of the Garden City, working collaboratively with artists and other practitioners.

The Project Manager will work closely with a wide range of partners, including Ebbsfleet Development Corporation, developers, funders, schools and colleges, local community groups and national organisations, to successfully deliver the programme and to bring together learning into a new blueprint, sharing widely through national events and with partners.

### Key tasks:

#### Project delivery

- Recruit and engage children and young people to take part in the project, creating new partnerships with local colleges and schools
- Work collaboratively with key partner Ebbsfleet Development Corporation (EDC), and develop and manage relationships with Ebbsfleet Garden City developers
- Make contact with local community and resident groups, manage relationships, and ensure good communications
- Contribute to fundraising
- Engage and manage practitioners, liaising with CF staff, to work with young people
- Organise and support young people and practitioners with research, and organise field trips (remotely if necessary due to Covid-19)
- Liaise with CF staff to engage a local filmmaker to document the project, and support the filmmaking process
- Work with CF staff and partners to develop project comms/press, and draft press releases
- Liaising with CF staff, provide project management for Ebbsfleet artist commissions

#### Research, sharing and evaluation

- Develop a plan for the project blueprint in liaison with CF and EDC staff, draft, organise design and print, and develop and deliver plans for sharing widely in the sector, with other New Town and Garden City partners, policy-makers, and local voluntary and community sector organisations
- Develop appropriate national and international partnerships, including key organisations in Ebbsfleet Garden City and Child-Friendly Cities movements,



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explore academic partnerships, and write and deliver papers or talks on the project at conferences

- Ensure appropriate and rigorous evaluation and reporting is carried out throughout the project

### Administration

- Develop a part-time role for a young person living in Ebbsfleet within the project, and engage and manage the post
- Set and monitor project schedules, ensuring key deadlines are met
- Manage budgets and finances effectively
- Keep good project records including contracts
- Draft reports for the Director, Board of Trustees, Arts Council England and other partners
- Key point of contact for enquiries

### Skills and Experience - essential

- At least 5 years' experience in a similar or equivalent role
- Excellent project management skills and competence in managing complex partnerships, with the ability to identify and mitigate risk
- A track record of organising successful programmes with young people, including recruiting young people, and work with schools and/or colleges
- Experience of working closely with artists and practitioners
- Strong interpersonal and communication skills to negotiate with partners, effectively lead the programme, maintain strategic direction, and confidently share research findings
- Ability to prioritise and manage multiple competing tasks in a pressured environment
- Understanding of, or experience of, fundraising for similar programmes
- Experience in managing and overseeing large-scale budgets
- Self-motivated, with excellent problem-solving skills, and an adaptable approach to challenges
- Willingness to be on site in Gravesham / Dartford / Ebbsfleet, and to also work remotely

### Skills and Experience - desirable

- Research interest in, or knowledge of, the Garden City movement and / or youth-led and co-created placemaking
- Interest in contemporary visual arts
- Experience of working within buildings projects
- People and contract management experience



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### Terms

- This is a Freelance position for 12 months with the potential to renew. We anticipate between 3-4 days per week, the contract will be worked out with the successful applicant
- Rate of pay commensurate with experience and by negotiation, between £160 - £230 per day
- Working remotely, and in various locations on site in Ebbsfleet Garden City, Dartford and Gravesham as required, always within Covid restrictions and guidelines. It is expected that travel costs to and from site will be included in the day fee. More extensive or extraordinary travel costs will be reimbursed.
- We anticipate there will be occasional evening and weekend work required

### How to apply

To apply, please email the following to [info@cementfields.org](mailto:info@cementfields.org)

- Application form ([download here](#))
- Equal opportunities form ([download here](#))

Please note only applications that are submitted using the Application Form will be accepted. CVs will not be reviewed.

Deadline for applications: Tuesday 17 August 2021, 5pm

Interviews: 2 / 3 September 2021

Interviews will be held online via Zoom/Whereby

### Access requirements

If you have access requirements, and would prefer to apply in a different format, or would like us to make reasonable adjustments to the interview process, please contact [info@cementfields.org](mailto:info@cementfields.org) or call Catherine on 07957 575794 (text to request a callback).

Cement Fields is an equal opportunities employer. We acknowledge the structural exclusion in the arts, and are striving to make our organisation more inclusive. We actively encourage applications from people who may face barriers to employment in the arts.

### Contact

Please get in touch with us at [info@cementfields.org](mailto:info@cementfields.org) if you have any questions about the role.



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