

# Job Description

**Job Title:** Project Manager – High Wycombe Place Partnerships

**Location:** The Project Manager will be based in High Wycombe, working out of The Hub, 1-2 Cornmarket, High Wycombe, HP11 2PW

**Contract:** 30-month fixed term freelance contract, commencing October 2025 – March 2028, 22 hours/week

**Fee:** £35,000 pro rata

## Introduction

We are looking for a highly organised, creative and collaborative professional to lead the delivery of the High Wycombe Place Partnership Programme – a major initiative funded by Arts Council England, The Rothschild Foundation and Bucks Council. It began in April 2025 and will conclude on March 31<sup>st</sup> 2028.

## Purpose

To plan, co-ordinate, monitor, oversee delivery and evaluate the High Wycombe Place Partnership Programme, ensuring it meets its core aim: to strengthen the creative sector through a more connected, inclusive and sustainable creative network that boosts pride in the town, supporting local talent, nurturing creative leaders and creating more opportunities for communities to access and engage with quality arts and culture in High Wycombe.

The Project Manager will be supported by the Core Partners (Bucks Culture, Bucks Council and Rothschild Foundation), a Partnership Development Manager (joining in Spring 2026) and work alongside local partners, key stakeholders and the wider High Wycombe community.

## Key Responsibilities

The Project Manager is responsible for planning and delivering all project management tasks, including:

- **Spotlight Weeks** – monthly opportunities for local creative, cultural and arts partners to showcase their work, connect with the community and grow their reach (working with the Partnerships Development Manager).
- **Cultural Conversations** – nurturing and developing a thriving creative and cultural network, through hosting monthly, themed networking sessions at the hub (working with the Partnerships Development Manager).
- **Learning and Development Programme** – to support the local creative, cultural and arts community through growth and knowledge share, to include bi-monthly Inspiration Sessions and training programme
- **Artist Commissions** – a high quality, inspirational artist commissioned to collaborate with the local community, creating work that reflects the community, culminating in exhibition. To include arts / environment themes, with access and inclusion embedded (working with the Partnerships Development Manager).
- **Community Exhibitions** – a series of exhibitions across cultural venues in High Wycombe sharing outputs from the creative community.
- **Showcase project** – bringing together all the learning and partnerships developed throughout the programme, through a series of high-quality, events and activities, celebrating and elevating

High Wycombe's creative and cultural sector (working with the Partnerships Development Manager).

- **Marketing & PR** – provide content for and manage webpages, press releases, newsletters, social media, etc
- **Monitoring, Evaluation & Reporting** – collect qualitative and quantitative data on activities, participation and outcomes. Prepare reports for funders and partners.
- Budget management & Reporting – supporting financial planning and reporting, maintaining accurate records. Prepare reports for funders and partners.
- **Partner and Stakeholder liaison** – building and managing relationships with the local creative community, funders and stakeholders. To include:
  - **Steering Group** – facilitation of meetings (working with Partnership Development Manager)
  - Hub Management – ensure the shared creative space use is maximised and managed effectively and fairly, and is welcoming. Responsible for facility equipment and materials.

## Person Specification

Competency	Essential	Desirable
Prior Experience	<p>Minimum 3-year project management experience in the arts, heritage, or community engagement context.</p> <p>Experience producing events/projects in collaboration with a range of partners and stakeholders.</p> <p>A demonstrable understanding of good organisation and administration towards the delivery of successful projects.</p> <p>Experience in budget management, maintaining accurate records and financial reporting.</p>	<p>Proactive approach to project development and partnership leading to delivery.</p> <p>Experience with Creative People &amp; Places or Place Partnerships</p> <p>Experience with local authority and/or ACE frameworks</p> <p>Ability to align creative activity to local priorities and ambitions.</p>
Skills and Understanding	<p>Experience contributing to and/or delivering place-based programmes, in partnership with councils, cultural partners and/or communities.</p> <p>Project and events management leading to delivery of engaging, exciting and locally relevant programmes.</p> <p>Working with artists and practitioners to realise successful commissions and projects.</p> <p>Excellent communication skills to communicate effectively with all communities and partners.</p>	<p>An understanding of the role of arts and culture in regeneration, social connection and sense of belonging.</p> <p>An understanding of High Wycombe's creative and cultural communities.</p> <p>Understanding of the funding landscape for arts, culture and creative projects.</p> <p>Understanding of national cultural landscape, key organisations, networks and emerging opportunities.</p> <p>Good standard of advocacy skills.</p>

	<p>Drive to proactively build and maintain good working relationships.</p> <p>Able to work across a varied and busy workload – managing priorities and milestones etc.</p> <p>Evaluation competency – familiarity with collecting data and using evaluation tools.</p> <p>Good IT skills including Microsoft applications, web-based events software and social media</p>	
Access & Inclusion	<p>Experience of engaging with diverse communities, including underrepresented and global majority audiences through arts, culture or community-based programmes.</p> <p>Strong understanding of inclusive practice and cultural relevance in creative programming.</p>	
Other	<p>To work flexibly when required</p> <p>Provide administrative support to the programme</p> <p>Provide regular and ad hoc reporting as needed</p>	

This job description summarises the main duties and accountabilities and is not comprehensive; the post-holder may be required to undertake other duties of similar level and responsibility.

## Buckinghamshire Culture Values

Buckinghamshire Culture has a collaborative approach to its work and expects its employees to embody its core values of:

- Being open – being open, inclusive, fair and honest
- Being collaborative – creating the environment for collaboration and partnership and advocating for the power of creativity and culture
- Being curious – being curious and creative in our approach
- Having integrity – building trust and strong relationships
- Being kind – treating everyone we work with, with kindness and compassion.

## Application Process

To apply for this role please send an application to Lallie ([lallie@buckinghamshireculture.org](mailto:lallie@buckinghamshireculture.org)) that includes:

- Your CV
- A written (no more than 2 A4 pages) or recorded statement (5–10 minutes) of how your skills and experience would enable you to fulfil the role.

## **Deadline for Applications**

Closing date for applications: midnight on September 17<sup>th</sup> 2025

Shortlisting by: September 24<sup>th</sup> 2025

Interviews will be held in person on September 29<sup>th</sup> and October 2<sup>nd</sup>.

Interviews will include a short presentation by the applicant to be prepared in advance and questions from a panel of two to three representatives of the Core Partners in the programme.

Should you wish to speak to someone about this role, please contact Lallie ([lallie@buckinghamshireculture.org](mailto:lallie@buckinghamshireculture.org)) to arrange a call.

We're looking for someone who's highly organised, confident working with diverse stakeholders, and driven by a commitment to impactful, well-managed delivery. If you're ready to make a meaningful contribution to High Wycombe's creative and cultural landscape, apply now.