

Project Manager

Job title	Project Manager Brazilian Cultural Centre
Job Purpose	To plan and coordinate projects, from inception to delivery; managing resources, budget and people to achieve a desired outcome.
Main duties and responsibilities 1. Event Management	Project Management: <ul style="list-style-type: none">• Carry out planning in accordance with the needs of the Brazilian Cultural Centre, including setting goals and objectives, defining roles and producing schedules and timelines for tasks.• Review project plan to determine time frame, funding limitations, procedures for accomplishing projects.• Select, lead and motivate the project team from both internal and external stakeholder organisations.
Key tasks	<ul style="list-style-type: none">• Initiate the project, check feasibility and work out budgets, teams and resources.• Strategize and coordinate the management of various initiatives, implementing best practices and highlighting interdependencies to optimize project outcomes.• Effectively engage and manage stakeholders from technical and non-technical backgrounds, setting clear expectations for quality, scope, and delivery, and providing regular communication on project progress.• Engage and manage stakeholders, ensuring clear communication and alignment on project progress.• Identify and mitigate project risks, ensuring successful outcomes and timely delivery.• Secure resources and oversee procurement processes to support project execution.

Skills, Abilities, and Knowledge (Essential)	<ul style="list-style-type: none"> • Proven experience in project management. • Excellent organisation skills, to plan the use of people and resources to meet deadlines. • Strong interpersonal skills, to motivate and lead your project team. • Ability to monitor and control budgets. • good communication and negotiation skills, to manage expectations. • The ability to use your initiative and make decisions under pressure. • Ability to identify and drive issues to a quick resolution while balancing the needs of the business, the customer and the team. • Demonstrated ability to successfully manage multiple concurrent programs through prioritization. • Technical knowledge related to Heritage projects.
Skills, Abilities and Knowledge (Desirable)	<ul style="list-style-type: none"> • Interested in Brazilian Culture • Passion to work with arts in the charitable sector • Portuguese Speaker • Knowledge in Brazilian Culture
Reporting to:	Brazilian Cultural Centre's Board of Directors

Notes for Applicants:

Successful applicants will:

- Brazilian Cultural Centre is happy to support successful applicants with this registration process.
- Need to have a full DBS check prior to starting the role. If required, the cost of getting a DBS check will be covered by the Brazilian Cultural Centre