



## Freelance Project Manager

### Job Description

#### Project

*Hidden Heritages in Schools* is an intergenerational oral history project led by Hadithi C.I.C. The Project aims to: train young people in schools and facilitate oral history interviews, in Cambridgeshire, amongst the South Asian community.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. *Hidden Heritages* is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to attend to the ambitions of the *Hidden Heritages* project to train young people and preserve minoritised histories.

#### Role

We are seeking a passionate and experienced Freelance Project Manager to oversee the overall running of our *Hidden Heritages* project. In this role, you will not only be responsible for the planning, execution, and successful delivery of the project but also for financial planning and accountability. The ideal candidate will possess competencies in oral history and South Asian studies, allowing for a nuanced understanding of the cultural and historical context of the project. Additionally, the post holder will work closely with the Project Coordinator, providing guidance and support while effectively line managing them.

The ideal candidate will have a deep appreciation for heritage engagement and preservation, excellent organizational and communication skills (both written and spoken), and a proven track record in successfully managing and delivering heritage and oral history projects with a South Asian focus, ideally in Cambridgeshire.

#### Key Responsibilities

Plan and Implement Delivery of Hidden Heritages by:

- Creating a detailed project schedule and timeline, outlining key milestones and deadlines
- Supporting agenda of intergenerational oral history storytelling, widening participation and diversifying migration stories
- Collaborating with stakeholders to define project objectives, scope, and expected deliverables
- Reporting regularly on project status, progress, challenges, and solutions to stakeholders
- Outlining project goals and ensure they align with the overall mission of the project and funder
- Recruiting freelance posts for the project
- Supporting, managing, and mentoring team members and freelance posts, fostering a collaborative and productive working environment, especially Project Co-ordinator
- Allocating resources effectively and according to project commitments, to ensure tasks are completed within specified timelines



- Managing the project budget, ensuring financial records are maintained and accounted for
- Monitoring expenditures and make adjustments as necessary to stay within budget constraints
- Ensuring project activities are completed on time, within scope, and within budget, achieving promised outputs and pre-approved aims

### **Essential**

- Degree(s) in humanities or heritage studies (e.g. oral history, postcolonial cultural studies)
- Recent proven experience in managing and delivering heritage projects with an emphasis on minoritised identities and cultural heritage
- Excellent organizational, leadership, and communication skills (written and spoken)
- Strong ability to work collaboratively in a team-oriented environment
- Demonstrated ability to manage budgets, resources, and timelines effectively
- Competencies in oral history and South Asian studies, enabling a deep understanding of the cultural context of the project
- Familiarity with Cambridgeshire and ability to attend meetings and training in the region regularly

### **Remuneration & Timeframe**

Freelance day rate between £350-370

Circa 100 days spread across appointment in summer 2024 until project end in summer 2026

### **Application Process**

Please fill out this application form, outlining how you meet the Essential Criteria:

<https://forms.gle/KhTdJtehurHH4u958>

Please note that the application process is anonymised as far as possible; however, we do require you to provide an email address.

### **Closing Date**

Midday, 3 May 2024