



Project Manager

Job Pack

Role	Project Manager
Hours	22.5 hours per week (3 days)
Salary	£19,305 per annum (pro rata from £32,175 FTE)
Contract	Fixed term, January 2027 to June 2029
Location	Elland, Calderdale, and home working
Reports to	Artistic Director/CEO

Role Overview and Purpose

We're recruiting for a Project Manager to help us bring people together through dance.

The Project Manager will take day-to-day ownership of Curious Motion's [Calder Movers and Creators](#) project. This includes developing and managing our year-round programme of classes and workshops and leading the search for a permanent studio space. Funding for this role is currently available for the fixed term period via the National Lottery Community Fund.

The role includes operational ownership of the Calder Movers and Creators project: planning and scheduling sessions, keeping an eye on budgets and timelines, gathering evaluation data such as stories and numbers, and reporting to funders. The role also includes working directly alongside our participants and partners, including attending and supporting sessions and events as required. Trust and relationship-building are at the heart of Curious Motion's work and this role requires excellent interpersonal, creative and communication skills.

The role also involves working closely with our Artistic Director, who is currently our only salaried team member, so this is a chance to shape the development of our small and ambitious organisation.

About Curious Motion

Curious Motion is an arts organisation using dance to tackle loneliness and isolation, based in Elland, Calderdale. We offer a year-round activity programme of

classes and workshops, performance and film projects, and support for artists and organisations working in similar fields. People of all ages and backgrounds engage in our work; we are experienced in working with people who are underserved, particularly those who are at increased risk of isolation and loneliness.

We're a small, ambitious organisation at an important stage of growth, embarking on a new three-year project to develop our activity programme and secure a permanent home for our work.

Roles and Responsibilities

Community relationships

- Be a visible, regular presence at classes, workshops and community venues in our area (primarily Elland but with potential for the wider lower valley and Halifax areas)
- Build and sustain genuine, trusted relationships with participants, partners, and the wider community, actively listening to and understanding their needs and helping shape the programme with them
- Develop relationships with local partners, venues, and referral organisations to grow reach and participation
- Build relationships with referral partners (e.g. social prescribing links, GPs, social workers, others arts organisations) to develop clear routes for people into the programme
- Represent Curious Motion at relevant local networks and sector forums (e.g. VCSE and arts networks, health and wellbeing partnerships)
- Act as a welcoming, consistent point of contact for the people we work with and our team.

Programme management

- Plan, schedule, and manage the year-round activity programme of classes, workshops, and small events, including venue bookings, participant registers, and session logistics
- Monitor attendance, gather participant feedback, and track programme outcomes against funder requirements and Curious Motion's evaluation criteria
- Coordinate and support freelance dance artists and practitioners delivering classes and workshops
- Ensure good practice in regards to health and safety and safeguarding, including carrying out appropriate risk assessments and related tasks.
- Support the planning and delivery of projects that sit alongside the activity programme (e.g. performance projects)
- Arrange accessibility provision for participants and team members where needed (e.g. transport support, communication or access needs)

Permanent base search

- Lead the search for a permanent studio space, including identifying suitable spaces, liaising with landlords or partner organisations, and assessing sites against accessibility and budget criteria
- Prepare options information and cost comparisons for the Board/Artistic Director
- Support lease negotiations and manage the practicalities of any eventual move (fit-out, licensing, insurance)

Delivery

- Deliver or co-deliver a small number of sessions within the activity programme where the postholder's background and skills allow. This is a secondary part of the role, in support of the wider management remit.

Operations and administration

- Manage programme budgets, process invoices and expenses as required, and track spend against funded projects
- Maintain accurate records for safeguarding, health and safety, and GDPR compliance across all activity
- Support funding applications and reporting by supplying programme data, case studies, and monitoring information
- Manage bookings, suppliers and partner relationships (e.g. venues, transport etc)
- Support marketing and communications for the project (session promotion, participant communications, social media content as needed)
- Support delivery of Curious Motion's existing evaluation framework, coordinating data collection and input from sessions
- Contract freelance dance artists and sessional staff against pre-agreed budgets, and make invoices and related information available for processing
- Provide updates/reporting for the Artistic Director/CEO and Board as required

Team/working relationships

- Work closely with the Artistic Director on the overall shape and direction of the programme, bringing an operational perspective to shared decisions
- Support the recruitment of a new Community and Partnerships Coordinator role, planned for March 2027, and line manage the post once appointed, providing regular opportunities for reflection and a whole-person approach

- Build supportive, collaborative working relationships with Curious Motion's team, including freelance artists and volunteers, in keeping with Curious Motion's care-centred approach
- Contribute to a reflective and compassionate team culture, including participating in team check-ins and receiving regular professional supervision, in line with Curious Motion's care-centred approach

The above duties are provided as an outline. There may be other tasks or responsibilities that arise from time to time to ensure the effectiveness of the company and align with funding requirements.

This role requires the postholder to work flexibly, spreading their hours out to ensure availability to our community and team. Core delivery currently takes place Tuesday to Thursday, but the postholder may need to be contactable across other days to support the smooth running of the programme.

Working patterns may vary due to the demands of a project-funded arts organisation, and occasional evening or weekend work may be required. In these cases, the postholder would adjust their hours accordingly. Time off in lieu (TOIL) is also a possibility where required. No sessions are delivered in August, which is a deliberate choice to protect our team's wellbeing and manage workload. It's often a good time to take annual leave, though this isn't essential, and how the postholder's time is used during August may vary depending on project demands that year.

As Curious Motion operates on a project basis, the contract may flex in line with project plans and funding availability. The postholder will be supported by the Artistic Director in managing these aspects.

This role requires an enhanced DBS check. A full driving licence and access to a car are essential. The postholder must also have access to the internet. A laptop and phone will be supplied as required.

Person specification

Experience and skills (essential):

- Experience managing community, arts, or health/wellbeing programmes, ideally in the arts or VCSE sectors
- Strong organisational skills and ability to manage multiple strands of activity independently
- Championing compassionate, inclusive, and wellbeing-focused working practices
- Confident with budgets, spreadsheets, and basic financial tracking
- Excellent communication and interpersonal skills, comfortable working with participants, freelancers, funders, and partners

- Experience of, or willingness to, lead a venue/space search process (or transferable project-management skills)
- A collaborative, creative, and flexible approach and comfort working in a small team where roles overlap
- Experience of safeguarding practice in a community, arts, or health/wellbeing setting, and willingness to act as a designated safeguarding contact
- Understanding of how charity/arts funding works, including funder reporting and monitoring requirements (e.g. Arts Council England, National Lottery)
- Flexibility to adapt working patterns around the demands of a small, project-funded arts organisation, including availability as a point of contact across the working week
- High emotional intelligence, with strong skills in empathy, decision-making, and self-reflection

Qualities & Values (essential):

- Strongly supports Curious Motion's commitment to our community and our dance-based approach, taking an inclusive, intelligent, and empathetic approach
- Genuine enthusiasm for being out in the community, building relationships face-to-face, and working directly with participants and partners
- Clear personal values that closely align with Curious Motion's ethos of artistry, belonging, compassion, curiosity, and integrity
- Strong commitment to equity, equality, inclusion, and belonging in our community and wider society
- Willing to work in a small non-profit arts organisation, including offering the flexibility that this requires
- Positive attitude to learning, reflection, and professional development.
- Reliable, consistent, and trustworthy

Desirable experience and skills:

- A professional dance artist background suitable for occasional session delivery
- Strong knowledge of Calderdale's arts and voluntary sector landscapes
- A track record of working with underserved communities through the arts

Terms and Benefits

- Appointment subject to an enhanced DBS check and two independent references
- A full UK driving licence and access to a car are essential

- Auto-enrolment workplace pension scheme, with a 3% employer contribution
- Statutory Sick Pay (SSP)
- Probation period: three months, with an option to extend by one month if needed
- 25 days plus 8 bank holidays paid annual leave is offered on a pro rata basis for part-time staff. Staff also receive one extra day per year worked up to a maximum of 5 years (pro rata)
- Flexible working hours, with the option to work remotely where possible
- Laptop and mobile phone provided as required
- Access to regular professional supervision, development opportunities and support for individual and collective wellbeing.

Access

Curious Motion recognises that equality, equity, diversity and inclusion are essential ingredients in a successful arts organisation and for wider social change. We want our company to be one that attracts a diverse range of people and one in which every team member feels respected and able to give their best.

We particularly welcome applications from people with a range of lived experiences, including disabled and neurodivergent people, people from Black, Asian and ethnically diverse communities, LGBTQ+ people, and people with experience of health inequalities.

Alongside this, access is at the core of what we do across all aspects of our organisation. For further information please visit:
<https://curiousmotion.org.uk/access/>

How to Apply

We welcome applications in writing, audio or video format.

- **In writing:** A CV of no more than two pages and a cover letter of no more than one page.
- **By video:** A link to one video, no longer than five minutes.
- **By audio:** A link to one audio file, no longer than five minutes.

In your application, we'd love it if you could tell us about your relevant experience and skills, how your values align with ours, what you would bring to Curious Motion, and why you'd like to work with us.

Please send your application to **recruitment@curiousmotion.org.uk** and complete our [equality and diversity monitoring form](#).

Application deadline: 5pm, Wednesday 4th November 2026.

Shortlisted applicants will be invited to interview in Elland or Halifax on Wednesday 18 November 2026.

Timeline and Process

Shortlisted applicants will be invited to an interview on **Wednesday 18th November** in Elland.

Interviews will last around 30 minutes and questions will be provided to shortlisted applicants in advance.

Applicants will be shortlisted based on:

- How well their relevant experience and skills meet the role requirements
- How well they meet the person specification and how closely their values align with our organisational values
- Their availability and ability to work flexibly
- Their passion for the role and commitment to working with and for our community

All applicants will receive acknowledgement of their application and we aim to provide individual feedback where possible.

We look forward to hearing from you!

For an informal chat or to request this information in a different format, contact Sam at recruitment@curiousmotion.org.uk or call 07599 619785. We will be happy to help.

