

creativity with purpose



heads together

## Heads Together Productions requires two Project Managers: for East Leeds FM and Two Valleys Radio

Heads Together aims to use the arts to inspire a creative vision in individuals and communities. The Company has been delivering community arts across Yorkshire and beyond for twenty five years – you can find out more information at [www.headstogether.org](http://www.headstogether.org)

We are currently running two internet-based community radio stations: East Leeds FM and Two Valleys Radio<sup>1</sup> and we are looking for two people to manage the different programmes of work.



**Established in 2003:** East Leeds FM is highly successful. It now has a permanent studio base in Seacroft. Ed Heaton heads up the music side of the project; Peter Spafford leads on words. Over 4,000 people have been involved in broadcasting on ELFM – ranging in age from 3 to 100. We have strong relationships with statutory organisations, schools and community groups; writers and musicians. We are currently extending a very successful development of young writers and musicians under the *Next Generation* programme.



**The new one:** Two Valleys Radio has developed from a pilot project run in 2009 alongside the fantastic Moonraking Festival in Slaithwaite. We broadcast in the villages of the Colne and Holme Valleys near Huddersfield. The station has no permanent home at the moment but is run from the Heads Together offices at Huddersfield Media Centre and broadcasts from a range of scout huts; church halls and community centres...

... as well as from our lovely outside broadcast unit (shared with ELFM) – the *Caravan of Love*.

We've had a fabulous first year – running a series of our own broadcasts; making strong partnerships with a broad range of voluntary and community organisations; and linking closely with the remarkable range of cultural events in the Two Valleys.



So... project managers ...what are we looking for?

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<sup>1</sup> More information at [www.elfm.co.uk](http://www.elfm.co.uk) and [www.twovalleysradio.co.uk](http://www.twovalleysradio.co.uk)

## **Heads Together's structure**

Heads Together runs a range of programmes of work at any one time with a variety of artists involved in development and delivery. Our current company structure includes a (very) small central team developing three or four major programmes of work. Each programme is run by a small team co-ordinated by a Project Manager.

A lot of the people who work with us are 'portfolio workers': freelancers who like to do a range of different activities. We offer them an opportunity to maintain that independence but be part of a team and be involved with the development as well as delivery of the work.

We are suggesting a similar opportunity for these two project manager roles. We will offer a 12-month provision of services contract for a fee of £12,000 which would be reviewed and renewed annually.

People often ask how many hours that would be. And the answer is – well that depends! After all, the quality is more important than the quantity – and we all work differently...

Having said that, we will expect you to be available to work with the rest of the team on one particular day of the week (currently Mondays for Two Valleys and Tuesdays for ELFM). The rest of your work you negotiate and manage yourself with the rest of the team. We do work hard; we like achieving things and finding new challenges. We are as flexible as possible although we expect you to be too – and the roles involve evening and weekend work to fit in with broadcasts and volunteers. That's the reality of life for the portfolio worker.

## **The Provision of what kind of Services?**

The role of the Project Manager is to make the project run as smoothly as possible and to enable it to develop and reach its full potential. To do that, the work varies between projects and over time but the main delivery areas are as follows:

**Practical** – Developing an agreed programme of work: making sure the right people get to the right place with the right equipment at the right time to do the right things!

**Communication** – Developing the the most effective methods for everyone to know what is going on – volunteers, artists, funders, partner groups etc

**Individual development** – As well as working with groups and developing the project as a whole, ensuring that each of the people participating in a project find ways to contribute and are supported to get the best out of it for themselves (including co-ordinating training opportunities)



## **What support is there for you?**

Our role at the centre of Heads Together is to support and encourage our Project Managers and their teams. Adrian oversees the creative development of the different programmes of work whilst Linda develops new opportunities and ensures we have funding in place to make them happen.

### **What kind of people are we looking for?**

Well, first off - it's important to say that we are not looking for radio geeks<sup>2</sup>. There is no doubt it will help if you have a healthy interest in radio, music, poetry etc – but we're more interested in people's passion and understanding for empowering communities.

Liking people is pretty important too! And more: the ability to work with and encourage a whole bunch of people from different backgrounds; different ages...

Communication skills are crucial – a whole crowd of them: written, verbal, reports, websites; email or on the phone; with individuals and groups; with young people; with people you've never met; with people who think they're important; with your team...



Both ELFM and Two Valleys Radio are 'located' projects. Knowing the area in question is going to help. Commuting long distances probably won't...

### **So what next?**

We're looking for people who could start after the summer. September ideally – although we are flexible.

So... if you are interested, let us know. If you want to talk things through first then give Linda a call on 07970 261124. Then send us some stuff about yourself – by July 9th please.

It's good to see cvs but what we're really interested in is some information about why you are interested in the role; and how you see it fitting in with your own plans for the future. What might excite you about the role... and what you might ~~absolutely dread~~ need further training in!

If we think it's appropriate - we'll ask you in for a discussion and we'll invite you to come and see something of the appropriate project in action over the first part of the summer.

So... over to you!

Adrian Sinclair  
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<sup>2</sup> A geek: someone who is an enthusiast, often in things outside of the mainstream spectrum...