

## **Science Fiction & Fantasy Award for unpublished Writers of Colour - 2021**

### **Project manager Job description and person specification**

#### **Job Overview**

We are seeking to hire an experienced part-time freelance Project Manager to develop and deliver a new award for unpublished Science Fiction and Fantasy Writers of Colour. The award is entering its second year and is currently named the Gollancz Rivers of London BAME SFF Award. This year, eight unpublished writers received prize money totalling £10,000 (£4000 winner; £2000 runner up; £800 x 6 shortlisted) and mentoring. The Project Manager will be responsible for overseeing the renaming of the award, partnership building, management of and reporting to the project team, advisory group and judging panel, and the timely delivery and evaluation of the 2021 award.

The award is sponsored by Ben Aaronovitch, author of the *Rivers of London* series, and administered by Cityread, a registered literature charity. The Project Manager will be managed by Andy Ryan, chief executive of Cityread, and Anne Hall, PA to Ben Aaronovitch.

#### **Fee**

£5,075

#### **Days**

29 days, January – November 2021, as below:

January 6.5 days

February 3.5 days

March 1 day

April 1 day

May 1 day

June 2 days

July 2 days

August 2 days

September 3 days

October 1 day

November 8 day

#### **Term of contract**

2 January – 30 November 2021

#### **Location**

The Project Manager will work from home, except when required to attend meetings or events, in which case travel expenses will be covered.

## Responsibilities for Project Manager

- Working with the advisory group to secure the future of the award, its branding and longevity.
- Management of the project team, advisory group and judging panel, including meeting admin, preparing reports and resources, agenda, and taking minutes.
- Managing numerous partnerships, including publishers, academic institutions, libraries and other stakeholders
- Managing the Marketing, PR & social media, including setting up and managing Twitter, Facebook and Instagram accounts; writing and sending press releases; promoting the award to writer networks; overseeing redesign of logo, digital and print assets; writing quarterly newsletter.
- Working with website designer to create new website
- Working with academic partner to oversee shortlisting process
- Management of award announcement event
- Administrating winner process – award payments, arranging headshots, commissioning artwork
- Collecting feedback from participants and partners to create short report evaluating the success of the award
- Regular reporting to line managers
- Applicants must have own laptop, and be able to work from home

## Qualifications and experience

CRITERIA	ESSENTIAL	DESIRABLE
Education	Good standard of Maths and Literacy	Educated at Higher Level
Experience	3 years Project Management  Building and sustaining partnerships with multiple organisations  Event management  Marketing, PR & Social Media  Managing budgets and basic financial reporting	5 years Project Management.  Experience of fundraising, including donations, sponsorship and revenue generation  Working knowledge of publishing, libraries, book trade and equality and diversity  Evaluation
IT Skills	Knowledge of Word, Excel, Powerpoint, Outlook.	Photoshop, Indesign and Canva

<p>Job skills: Team Management</p> <p>Able to use own initiative</p> <p>Communication skills</p> <p>Finance</p>	<p>Able to demonstrate experience of co-ordinating partnerships and teams</p> <p>Able to demonstrate experience of decision making, and ability to work alone and remotely</p> <p>Ability to communicate ideas clearly, both verbally and in writing.</p> <p>Experience of report writing.</p> <p>Experience in budget management</p>	<p>Previous team management experience; previous experience of partnership working.</p> <p>Experience of writing evaluation reports.</p>
<p>Personal Skills:</p>	<p>Ability to deal with sensitive situations</p> <p>Ability to maintain confidentiality.</p> <p>Discreet, tactful, empathic, sensitive.</p>	
<p>Equality &amp; Diversity:</p>	<p>Knowledge of E,D &amp; I policies, able to engage with all regardless of any protected characteristic such as Gender Identity, Race, Faith, Sexuality, Ability, Age or Culture, sensitively and without discrimination.</p>	<p>Previous professional experience of the application of equality, diversity and inclusion policies</p>
<p>Other Requirements: Flexibility</p>	<p>Ability to attend London based events if required. Ability to be flexible with hours. The Project manager will be very occasionally required to attend events in</p>	

	the evenings or at weekends.	
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To apply, please email [hello@cityread.london](mailto:hello@cityread.london), attaching your CV and a cover letter outlining how you meet the above criteria. The closing date for applications is 5pm on Monday 30 November. Interviews will be held via Zoom on Thursday 10 December.