

Makerversity Project Manager Job Description

Job title: Project Manager

Reporting to: General Manager

Working hours: Full time

The Project Manager will be responsible for ensuring the successful delivery of our learning and special projects. The Project Manager will specifically work with our clients and partners and work with our members to deliver make-days, courses and projects. The role will involve working closely with the whole team, especially the Managing Director and CEO.

Responsibilities

- Develop and manage relationships with partner organisations who can support both accessible making and paid consultancy work for members at Makerversity
- Organise content and deliver workshops with young people including overseeing and managing project specific teams and all logistical set-up
- Lead special projects from pitch to partnership contract, concept creation to delivery and work with the team and members to deliver agreed work e.g. maker-days, lessons, courses and projects
- Manage budgets for client and partnership work
- Work with members to ensure work delivered is relevant and supports the aim to increase the amount of Makerversity members involved in projects
- Write blog posts and create social media content to document and promote our learning activities

Essential Experience/Qualities

- Good knowledge and network of the making and education scene in London and UK
- Experienced creative facilitator
- Experience of successfully pitching and converting new projects and collaborations essential
- Experience in project management and pitching to private, public and third sector partners
- Experience of working with youth organisations or young people
- Comfortable working in a fast-moving environment
- A doer - practical, flexible, able to get stuff done
- Excellent organisational and communication skills

Desired

- Communications and marketing experience
- Familiarity with the design world and design software



What we offer you

- £28,000 per annum
- 25 days holiday, plus bank holidays
- Makerversity membership
- Annual personal training budget and other personal development opportunities
- Team away days
- 20% discount at The Paint Room, Makerversity members only bar and cafe
- Discount at all Somerset House cafes, bars, exhibitions and special events
- Part of a 3,000 strong Creative Community at Somerset House

Everyone at Makerversity shows;

- Enthusiasm and can-do attitude
- Excellent organisational and interpersonal skills
- Collaborative: you must enjoy working within a team and be good at working with others to make great things happen
- Practical and hands on: you like rolling your sleeves up and getting stuck in.
- Great at multitasking and good attention to detail
- A good understanding of the design and digital making world

About Makerversity

Makerversity is a membership community of professional makers and disruptors - all businesses who are making something amazing for a living. We assemble this community in shared co-making spaces for radical and wonderful creative businesses working in ways no one can predict.

This means we run physical spaces for a curated community of members, attracting and assembling the leading voices on innovation and future making as well as acting as a platform to empower our members. How? By co-curating cutting-edge content for our public programme and learning projects. And through private partnerships and collaborations that pair our members with businesses or brands that want access to genuine innovation.