11/11/2026

Project Manager

Role:	2-year fixed term, with 3-month probationary period
Hours:	14 hours per week, core hours 09:00 – 17:00 on working days, with occasional out-of-hours work required
Based at:	Yorkshire Artspace, Sheffield
Responsible to:	Director
Salary:	£36,400 p.a. (£14,560 pro rata)
Works closely with:	Director, Administration and Operations Coordinator, Studio Community and Finance Manager, Programme Manager, contractors, the design team, funders

Purpose of the Job

You will coordinate the planning and delivery of Yorkshire Artspace's capital development project(s) for the duration of this fixed-term post, working across funding, contractor liaison and stakeholder communication to ensure the project is well planned, clearly documented, and delivered to schedule and budget.

While the primary focus of this role is the capital project, the postholder may also provide coordination capacity for other significant, time-bound organisational projects during the fixed term — such as website development, signage, or digital strategy projects — as agreed with the Director. This does not extend to ongoing partnership development, income generation, or routine programme delivery, which remain led by the Programme Manager, Studio Community and Finance Manager and Director.

This is a bounded, project-specific role. Ongoing day-to-day premises operations remain with the Administration and Operations Coordinator; ongoing partnership development, earned income and general funding activity remain with the Programme Manager, Studio Community and Finance Manager and Director. You will coordinate closely with these roles, but your work is defined by the life of specific major projects rather than by recurring operational duties.

Essential

- Excellent project coordination and organisational skills, able to manage timelines, actions, records and competing priorities.
- Confident, professional communication skills, able to liaise clearly with contractors, the design team, funders, Board members and tenants.
- Experience supporting capital, building or infrastructure-related projects — planning, scheduling, contractor liaison and compliance tracking.

- Experience supporting funding applications, budgets and reporting to funders.
- Strong IT skills, confident with Microsoft 365, shared filing systems and spreadsheets.

Desirable

- Experience working in an arts organisation, studio provider, charity or capital-project delivery environment.
- Knowledge of contemporary visual art, artists' studios or creative workspace.
- Experience of construction, refurbishment or fit-out projects from a coordination (not technical/professional) perspective.

Main Responsibilities

Capital Project & Major Project Coordination

- Develop and maintain a capital project plan, including timelines, milestones, dependencies, risks and issues.
- Coordinate communication between the Director, Board, contractors, the design team, funders and other stakeholders involved in the capital project.
- Organise and service capital project steering group meetings: agendas, papers, minutes and follow-up actions.
- Coordinate site visits, surveys, inspections and works connected specifically with the capital project, liaising closely with the Administration and Operations Coordinator on any impact on day-to-day building operations or tenants.
- Maintain project documentation: briefs, decision logs, supplier information and progress reporting.
- Provide equivalent planning and coordination support for other major, time-bound organisational projects as directed by the Director (for example, website development, signage or digital strategy projects), prioritising the capital project's timeline throughout.

Capital Funding Support

- Support the Director in researching, preparing and submitting capital funding applications, and in reporting to capital funders.
- Track the project budget, supplier quotes and spend against budget, flagging variances to the Director.
- Maintain organised records of funding prospects, funder conversations, deadlines and agreed next steps relevant to the capital project.

Stakeholder & Tenant Communication (Project-Specific)

- Support tenant and community communication connected with the capital project — for example notices, updates and engagement events — coordinating with the Studio Community and Finance Manager to ensure consistent messaging.
- Support the Programme Manager and Programme and Communications Officer with project-related content for funders, Board updates and public communications.

Handover & Close

- Towards the end of the fixed term, prepare a handover plan ensuring any ongoing premises implications transfer to the Administration and Operations Coordinator, and any ongoing funder or stakeholder relationships transfer to the Director, Programme Manager or Studio Community and Finance Manager as appropriate.

General

- Prepare, format and maintain project documents, reports, schedules and spreadsheets.
- Support meetings by preparing agendas, taking notes, recording actions and following up agreed tasks.
- Undertake other reasonable duties connected with the capital project, in line with the purpose of the role.

This role is fixed-term for the duration of the capital project(s) it supports and does not carry an expectation of ongoing employment beyond that period. Job activities may vary and evolve over the life of the project to meet business needs.