

PROJECTS MANAGER

About PhotoVoice

Our vision and mission

PhotoVoice's vision is for a world in which no one is denied the opportunity to speak out and be heard. PhotoVoice's mission is to build skills within disadvantaged and marginalised communities. To achieve this, we utilise innovative participatory photography and digital storytelling methods. These skills enable individuals to represent themselves and create tools for advocacy and communication. Through this, and through developing partnerships, we deliver positive social change.

Why photography?

Photography is a highly flexible tool that crosses cultural and linguistic barriers, and can be adapted to all abilities. Its power lies in its dual role as both art form and way to record facts. It provides an accessible way to describe realities, communicate perspectives, and raise awareness of social and global issues. Its low cost and ease of dissemination encourages sharing and increases the potential to generate dialogue and discussion.

How do we work?

Working in partnership with other charities, NGOs and community organisations, PhotoVoice designs and delivers tailor-made participatory photography, digital storytelling and self-advocacy projects for socially excluded groups.

Our pioneering and award winning approach brings together arts, media, development, campaigning and social change to deliver projects that enable voice, build skills, deliver advocacy and work towards sustainable change.

We ensure that we:

- Design and develop projects specific to communities, issues and needs, and based on engagement with them
- Promote the imagery produced from the projects utilising media, events and exhibitions
- Provide consultancy, training, materials and resources to organisations wishing to use participatory photography in their work

Where do we work?

PhotoVoice works in the UK and internationally with individuals, local communities, and partner organisations.

Job Description

PhotoVoice is seeking a Projects Manager to join its team. Based in London, the successful candidate will ensure that PhotoVoice is able to effectively devise and deliver new projects and consultancy opportunities. By working to a high standard within agreed processes and practices, the Projects Manager will deliver and manage high quality projects which further the cause and activities of the organisation. The successful candidate will also work closely with other members of PhotoVoice's small core staff team to help ensure the success of all aspects of our work, including other projects.

Key responsibilities

- Contributing to the design, development and delivery of PhotoVoice's projects and programmes portfolio, including but not limited to developing proposals, plans, delivery, and evaluation
- Project management and budget responsibility for assigned projects and programmes
- Ensure the application of PhotoVoice's ethical principles within all projects
- Identifying and establishing partnerships with organisations relevant to delivering PhotoVoice's projects and programmes portfolio
- Providing consultancy services on behalf of PhotoVoice, either on site or remotely

- Working to PhotoVoice's communications strategy, identifying and helping to deliver opportunities to promote or raise awareness of PhotoVoice's projects and programmes, either through media, exhibition, or promotion
- To act as a spokesperson for PhotoVoice on project related matters where appropriate and agreed, and in line with PhotoVoice's communication's strategy
- Provide regular updates on progress against project objectives, and organisational targets, including financial reporting
- Generate and secure content for PhotoVoice's website, providing projects updates when requested
- Contributing to the organisation and development of events, activities and exhibitions, and contributing to those hosted by partners and other relevant organisations
- Working alongside interns, volunteers, and staff members to help with the delivery of projects and programmes relating to PhotoVoice's work
- Ensure adherence to PhotoVoice's policies and practices at all times, including when working in collaboration with partner organisations
- Support Fundraising and grant applications as requested
- Attend trustee meetings as required to update on progress against objectives and other issues
- Any other duties as required

Skills and experience

E is Essential, D is Desirable

- Educated to degree level or equivalent, with a proven track record in project delivery, preferably within a charity (E)
- A commitment to the principles and values of PhotoVoice (E)
- Excellent written English and communications skills (E)
- Meticulous attention to detail (E)
- Experience of working with different communities in both an advisory and project delivery capacity (E)
- Proven track record of working on advocacy, engagement, or representation projects both in the UK and internationally (E)
- Understanding of UK and international policy and legislative issues (E)
- Experience of managing projects, including budgets (E)
- Excellent IT and computer skills (E)
- Organisational, planning and prioritising skills, with proven ability to manage several projects simultaneously and deliver high quality work to deadlines (E)
- Ability to travel and attend PhotoVoice events outside of normal office hours (E)
- Understanding of photography and photographic practices (D)

Terms of employment

- Job title: Projects Manager
- Reporting to: Chief Executive Officer
- Salary: £27,500 per annum
- Hours: Full time, 35 hours a week. PhotoVoice operates a flexi-time policy, with core hours set from 8.30 – 10.30 and 4.30 – 6.30, including a one hour lunch break
- Location: PhotoVoice is based in London, but works internationally, and some travel may be required

How to Apply

Submit your CV and a covering letter detailing how you meet the person specification to info@photovoice.org.

The closing date for applications is 1pm on Thursday 8th January.