



## **Freelance Project Manager**

### **Rebecca Swift Foundation Women Poets' Prize**

*£250 day rate (approx. 60 days) delivered over 18 months with the opportunity to extend. Subject to fundraising. Immediate start. London based but remote working.*

*Deadline for applications **5pm 19th February 2021***

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Contact: [info@rebeccaswiftfoundation.org](mailto:info@rebeccaswiftfoundation.org)

## **Job description**

### **About Us**

The Rebecca Swift Foundation is a UK registered charity set up in the name of Rebecca Swift, a much-loved editor, novelist, diarist, poet, and founder of The Literary Consultancy who passed away in April 2017. Rebecca was a prolific writer, and a great lover of poetry. Her biography of Emily Dickinson, *Dickinson: Poetic Lives*, was published in 2011 with Hesperus Press, and she wrote poetry throughout her life. She was also a Trustee of the Maya Centre, a charity supporting vulnerable women in Islington, and a vocal supporter of their mental health therapy programmes which focus on enabling women to heal through learning to tell their stories.

### **About the Women Poets' Prize**

In line with Rebecca's passions - poetry, mental health, and women's rights - the Rebecca Swift Foundation runs the biennial Women Poets' Prize. The Prize provides a programme of support and creative professional development opportunities to three women poets in each prize year, selected through an open application process with an industry panel of judges. In 2020, 734 applications were received. The Prize is free to enter.

The Rebecca Swift Foundation Women Poets' Prize invests in the process and practice of making poetry, with no expectations of published work or performed events as a result of the award. It supports individuals whose practice encompasses poetry in the broadest artistic sense, but whose work will be selected based on the quality of their written work. Individuals may be at the very start of their practice, or be established in their career; there is no criterion for experience. Successful poets each receive a cash prize of £1,000 alongside creative and professional development opportunities provided by seven Prize partners (Bath Spa University; Faber and Faber; The Literary Consultancy; Royal Birmingham Conservatoire; City Lit; Verve Festival; the Poetry School).

The Prize supports creatively ambitious practitioners; individuals who are making or who are capable of making a significant contribution to the UK poetry community. It gives the gift of freedom, rewards creativity and potential and inspires confidence, embracing excellence in poetic practice.

Poets are selected through an open submissions process, and the Prize publishes a culturally and creatively diverse shortlist. The Foundation is particularly interested in identifying and encouraging those who may not normally consider applying for development opportunities, awards or prizes. The next Prize will run in 2022.

## **About the Job**

We seek an experienced and highly organised individual with an excellent track record of managing projects, ideally in the literary sector though we are open to experience from other areas. This role will be responsible for the development and delivery of the Rebecca Swift Foundation Women Poets' Prize. The ideal candidate will have worked successfully with artists to support the development of their practice. They will be an adept communicator with the proven ability to bring value to the project, overseeing a career-enhancing period for the three selected poets.

The role will work as part of the RSF team, reporting to the Board of Trustees. The Project Manager will be responsible for maintaining relationships with stakeholders including poets, partners and donors, and generating opportunities for the project's development including taking an active role in marketing and communications, representing the Prize in the wider world of UK poetry.

## **Main Duties and Responsibilities**

### Artist liaison

- Manage the Women Poets' Prize selection process including application procedure and selection criteria
- Be the first point of contact with the poets throughout the programme, including assessing any additional needs to ensure it is a positive experience for poets, judges, mentors and partners

### Project Management

- Lead on the successful co-ordination and delivery of the project overall
- With RSF, identify areas and opportunities for further development
- Assist the RSF Trustees with the project's fundraising
- Liaise with donors and stakeholders via email and MailChimp
- Maintain robust and appropriate monitoring and evaluation processes to track the quality and impact of the Prize's work with the poets
- Provide regular reports to Trustees and minute Board meetings (held once quarterly, currently online but ordinarily in London)
- Lead on producing at least one public and/or industry focussed event to share learning about the project and raise the profile of the Poets and the Prize
- Liaise with and maintain working relationship with partners and scout for new partners in the case of any partnership renewal
- Maintaining contact with RSF Mailing List at key times via MailChimp

### Marketing

- Support the marketing and PR strategy for the Prize (alongside our PR liaison)
- Provide information for and originate copy relating to the Prize, including

- updates, press releases, social media, and web content
- Help to identify opportunities for further support and promotion of the Prize, its fundraising efforts, and the poets

## **Person Specification**

### Essential skills and experience

- Working with artists; an understanding of their needs and of practice developments in this area
- Project evaluation and using findings to develop and enhance projects
- Excellent communication skills
- A practical approach to solving problems and making decisions and the ability to work on own initiative
- Ability to communicate, write and copy-edit to an excellent standard
- Track record in building and maintaining partnerships
- Unwavering attention to detail

### Desirable skills and experience

- Knowledge of the UK poetry ecology and networks in the field
- Project management experience in a similar role
- Event or performance planning and management
- Experience with fundraising

We are committed to equality of opportunity and welcome applications from all sections of the community. Please contact our office should you have any alternative needs in order to make your application.

## **Terms and Conditions**

- Freelance role with immediate start
- Approximately 60 days' work at £250 day rate over 18 months
- 2-month probation period
- This role is subject to fundraising and will be reviewed periodically

### Hours

Flexible depending on the Foundation's requirements

### Base

Remote working, with the possibility of using hot desk space subject to availability and Covid restrictions at Free Word in London. Attendance at key meetings in London will be required, for which reasonable travel costs will be reimbursed.

Fee

£250 day rate, 60 days across 18 months inclusive of VAT and all business expenses. Reasonable out of pocket expenses (e.g., travel) will be reimbursed.

This is a freelance position; you should have Self-Employed status or trade through a formal business entity, and you will be responsible for your own National Insurance and tax.

## **How to Apply**

Please write attaching your CV (no more than 2 pages) and a covering letter (no more than 2 pages), setting out your interest in and suitability for the post and relevant skills and experience.

Send your application to: [info@rebeccaswiftfoundation.org](mailto:info@rebeccaswiftfoundation.org)

*We would prefer to receive applications by e-mail. Should you need to submit in a different format, please contact the Foundation directly.*

## **Deadline and Interview Dates**

Closing date for applications: **5pm 19th February 2021**

Zoom interviews: **25th and 26th February 2021**

*If you are shortlisted, we will be in touch about any access requirements for interview.*



If you have included an e-mail address with your application, you will receive notification that your application has been received. Due to the small size of our organisation, we regret that we will not be able to respond or to offer feedback on your application should you not be shortlisted for interview. If you have not heard from us by 20 March, your application has not been successful.

Thank you for your interest in working with us.