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**Job Title:** Maindee District Centre Creative Placemaking & Project Director

**Responsible to:** Maindee Unlimited MDCR Project Manager

**Location:** Home based/Maindee (hybrid)

**Salary:** Freelance contract £250/day plus travel expenses

**Term:** 10 month contract, 2.5 days/17.5 hours a week

**Application Process:**

In order to assess your application we would like to understand how your skills and experience are relevant to this role.

Please read the job description and person specification in detail and in a covering letter summarise how your experience is relevant to what we are asking for. We ask that you keep your response to a maximum of 2 sides of A4 in pt 11 font. Less than two sides is fine. Please use bullet points where possible.

Please send your CV and covering letter to admin@maindee.org by **5pm on Monday 3rd June 2024.** Selection will be based on CV and covering letter and we will notify applicants on the outcome of their submission by **Friday 7th June 2024.**

To arrange an informal visit or request more information please email: admin@maindee.org

**Overview**

**About Us/the project:**

Maindee Unlimited is a local incorporated charity and was formed in 2015. It is governed by a board of local Trustees. The aim of the charity is “to transform Maindee into a sustainable community with a strong local identity and strong local economy, with a reputation as an attractive, safe, culturally vibrant and cohesive place to live, relax in and work.”

Maindee Unlimited launched the “Maindee District Centre Renewal Project” in 2023 to increase social, economic and environmental benefits for businesses and their customers in the District Centre on Chepstow Road, ultimately through a complete reworking of the highway and public realm. We have received funding from the Shared Prosperity Fund to test and develop creative projects, visual improvements, greening and trader support to build momentum towards our vision for the district centre and activate and support a more vibrant neighbourhood centre.

**Role summary**

We are seeking and experienced project manager with considerable experience of placemaking, a demonstrated background in community engagement, co-production, arts commissioning and public realm projects.

As project and placemaking manager, you will oversee the development and implementation of the project including budget, outcomes and risks and manage project staff. You will develop strategic and local collaborations and oversee commissions of consultants, artists and designers. You will develop and implement a programme of green space improvements incorporating green infrastructure and tactical urbanism, oversee an events programme to animate public spaces including a street arts festival and develop outside play initiatives.

You will be proactive and innovative, working collaboratively with colleagues, local community members, local regional authorities, and external stakeholders to develop and deliver the next stage of the Maindee District Centre Renewal scheme.

Maindee Unlimited recognises the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. We have also made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the criteria set out in the person specification.

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | Degree level in Architecture, Planning, Urban Design or a similar based qualification | Evidence of further Continued Professional Development |
| Experience | At least 15 years experience in the development and delivery of community led regeneration programmes  Track record of employing a range of creative approaches to engaging and empowering citizens to take a lead in their communities.  Experience in successfully developing and managing strategies  Experience of research, analysis and report writing to present proposals  Demonstrable success of working collaboratively in partnership with stakeholders developing and sustaining effective partnerships  Demonstrated track record of successful temporary public realm projects and tactical urbanism  Experience of implementing street art and murals in public spaces  Experience of collaborating with artists and creatives and commissioning artwork  Experience coordinating / working with volunteers and mobilising local communities  Experience of public space and garden design which include green infrastructure.  Experience of consulting and transforming ideas into actions  Experience of large-scale outdoor public events. | Experience of working with Statutory and regulatory bodies  Good knowledge of the area of Newport and its diverse communities  Good understanding of issues relating to climate change  Experience of large-scale outdoor events  Experience of street art festival production. |
| Skills/knowledge | Excellent organisational and project management skills  Excellent written and communication skills  A skilled influencer and negotiator able to communicate effectively with external stakeholders, community members and Board Directors, to include report writing and presentations.  Excellent knowledge of best practice in terms of people-centred urban design, urban prototyping and planning-by-doing  Has a passion for urban design and is committed, enthusiastic and looking to innovate in this field.  A good understanding and use of IT  Good organisational skills and ability to produce quality work to tight deadlines  Ability to network and form strong working relationships | Good understanding of business activities, including Finance, ICT, Governance, Health and Safety, People and Diversity requirements  Good knowledge of green infrastructure and latest thinking in terms of carbon reduction and climate mitigation in cities |

**Main duties and responsibilities:**

Reporting to the Maindee Unlimited Project Manager and Project Board, your key responsibilities include:

-Overseeing the project budget and ensure good value for money and that the project is delivered within budget.

-Ensuring project outcomes are met and providing all required information to NCC.

-Oversee management and mitigation of project risks.

-Overseeing the development and implementation of a number of public realm elements which includes:

-Consolidate and improve established green spaces at The Triangle, Maindee library garden, Maindee pop up garden

-Identify opportunities, develop designs and implement improvements (permanent/temporary) at Wharf Road corner, in Maindee car park, around the MUGA.

-Continue to develop street play at Livingstone and design a process for implementing asphalt art on a section of road to include a temporary/pilot project.

-Identify opportunities for small surface level green infrastructure projects

-Work with the business and trader liason support to develop a menu of options to improve the look and feel of the district centre

-Oversee the programming of an event schedule including markets, events in the Triangle and street play, ensure events are publicised.

-Work with the Street Art festival artistic director to deliver a street art festival for Maindee and a winter lights programme.

-report regularly project updates to MU board and Newport City Council/Shared Prosperity Fund

-To ensure that required permissions and licenses are secured for all programme activity

-Liase with other project leads including Greening Maindee and the Circular Economy to ensure projects are joined up and collaborative.

-Be open to duties commensurate with the post and work flexibly, which may include occasional attendance at meetings and events during evenings and weekends.