



Project Delivery Manager – Job Description

Help make arts and culture more accessible for deaf, deafened, and hard of hearing people across England.

We're looking for a Project Delivery Manager to coordinate nationally funded programmes, build partnerships with theatres and cultural organisations, and ensure projects are delivered successfully and achieve lasting impact.

Reporting to

Head of Insight and Development (Deputy CEO)

Contract

Part-time (28 hours per week / 4 days), fixed term for 12 months.

Location

Hybrid. Based at the Mercury Theatre, Colchester, with remote working considered and regular visits to the office. Regular travel to partner venues, meetings, conferences, and events across England will be required.

About Stagertext

Stagertext is the UK's leading charity providing captioning and live subtitling services for theatre and cultural events. We work with venues, producers, and cultural organisations across the UK to improve access for deaf, deafened, and hard of hearing audiences.

Our vision is a world where deaf, deafened and hard of hearing people can access and enjoy arts and culture without barriers.

About the Role

This is an exciting opportunity to help deliver a portfolio of funded projects that will increase access to arts and culture for deaf, deafened, and hard of hearing people across England.

You'll play a key role in expanding access to theatre and cultural experiences for thousands of deaf, deafened, and hard of hearing people across England.

Working closely with the Deputy CEO, Programme Managers, and external partners, you will coordinate the successful delivery of several strategic projects, ensuring they are delivered on time, within budget and in accordance with funder requirements.

The role combines project delivery, stakeholder engagement, partnership development, and performance reporting. You will work with theatres, cultural organisations, captioners, trainers, and funders to help deliver projects that create lasting change across the cultural sector.

Current Projects

Creative Foundations Fund (CFF)

Funded by Arts Council England on behalf of the Department for Culture, Media and Sport, this project will establish a network of 12 hub theatres across England and provide captioning equipment that can be shared with partner venues.

Over three years, the project will enable at least 36 theatres to increase the number of captioned performances available to deaf, deafened, and hard of hearing audiences.

The Project Delivery Manager will coordinate communications, equipment deployment, training, and reporting across participating venues.

Essex Cultural Development Project Fund

This project will deliver Deaf Awareness Training to 120 arts and culture professionals and volunteers across Essex while supporting the upskilling of Essex-based captioners in Stagertext+ software.

The Project Delivery Manager will work with venues, trainers, and Programme Managers to ensure successful delivery, participation monitoring and evaluation.

Stagertext+ Captioner Training

The Project Delivery Manager will coordinate the rollout of training for existing Stagertext captioners using the organisation's new captioning software platform.

The postholder will organise and support delivery but will not be required to provide training themselves.

Key Responsibilities

Project Delivery

- Coordinate the successful delivery of funded projects and programmes
- Maintain project plans, timelines, milestones, and delivery schedules
- Ensure projects meet funder requirements and agreed outcomes
- Identify risks and work with colleagues to resolve delivery challenges
- Coordinate training activities, meetings and project events

Stakeholder and Partnership Management

- Build and maintain strong relationships with theatres, cultural organisations, trainers, captioners and project partners
- Support the development of new partnerships that strengthen access to arts and culture for deaf audiences
- Represent Stagertext at meetings, conferences, exhibitions, and sector events as appropriate
- Act as a key point of contact for project partners and stakeholders

Monitoring, Evaluation and Reporting

- Collect, maintain and analyse project data and performance information
- Ensure participation and evaluation data is gathered accurately and on time
- Support the preparation of reports for funders, senior leadership and the Board of Trustees
- Maintain accurate project records, databases and stakeholder information

Financial Administration

- Monitor project budgets and expenditure
- Maintain accurate financial records in accordance with Stagertext policies and procedures
- Liaise with colleagues and external partners regarding project-related expenditure where required

Team Contribution

As a small charity, Stagertext values collaboration and flexibility. All team members contribute to the wider work of the organisation and may be asked to support colleagues and respond to general enquiries when needed.

Person Specification

Essential

- At least three years' experience coordinating, delivering, or managing projects
- Strong organisational and administrative skills
- Excellent interpersonal and stakeholder management skills
- Excellent written and verbal communication skills
- Strong IT skills, including Microsoft Office and Excel
- Experience managing information, records and project data
- Experience monitoring budgets and expenditure
- Ability to manage competing priorities and work to deadlines
- Strong attention to detail
- Ability to work independently and as part of a team

Desirable

- Lived experience of being deaf, deafened, or hard of hearing
- Experience working within the arts, culture, charity or community sectors
- Understanding of accessibility and inclusion issues affecting deaf, deafened and hard of hearing people
- Experience organising or coordinating training programmes
- Experience collecting and reporting impact and evaluation data
- Experience representing an organisation externally
- Experience of partnership development and stakeholder engagement



Personal Attributes

- Positive and collaborative approach
- Self-motivated and proactive
- Adaptable and willing to learn new skills
- Diplomatic and professional
- Good humoured and personable
- Committed to improving access and inclusion within the arts and cultural sector

Terms and Benefits

- Part-time, 28 hours per week (4 days)
- Fixed-term contract for 12 months
- Salary: £28,000 FTE (£22,400 pro rata)
- 7% employer pension contribution
- 20 days annual leave pro rata, plus public holidays
- Flexible and hybrid working arrangements
- Time off in lieu (TOIL) for approved additional hours worked
- Opportunity to contribute to nationally significant accessibility projects
- Supportive and accessible working environment

Our Commitment to Inclusion

At Stagertext, inclusion is at the heart of everything we do. We are actively seeking applications from people who are currently underrepresented in Stagertext and in the arts and culture sector, including Black, Asian, and ethnically diverse people, disabled people, LGBTQ+ people, and those with socio economic disadvantage.

We recognise that people gain skills and experience through many different routes. If you are excited about this role but do not meet every requirement, we would still encourage you to apply.

We are committed to providing an accessible recruitment process and welcome requests for reasonable adjustments throughout the application and interview stages.