

Job Title

Project Manager (Programme)

Hours

4 Days Per Week (28 Hours)

Annual Salary

£22,400 - £25,600 per annum  
(Actual Prorated Salary).

Equivalent to £28,000 - £32,000 per  
annum Full-Time Equivalent (FTE).

Location

The Stove, 100 High Street, Dumfries

Reporting To

Graham Rooney, Enterprise Director

At The Stove, we use creativity as a catalyst for change—embedding socially-engaged practice at the heart of place-based work. We grow projects that nurture long-term thinking and build capacity within communities to test different ways of working creatively and collaboratively: with each other, with partners, and with everyone who has a stake in how our places are shaped.

Central to this work and the beating heart of our organisation is our programme—a series of activities, events, and developmental initiatives.

The Stove is looking for someone exceptional to lead the coordination and delivery of our programme by joining us in this newly created Project Manager role. You will bring structure and momentum to this vital area of our work, developing and managing our systems to ensure that creative ideas move effectively from concept through to delivery, while supporting our diverse teams to collaborate seamlessly.

### → Job Outline

The Stove programme consists of regular community-led events, Stove-led activities, and project-specific workshops and is produced and delivered through a combination of core staff and freelancers who make up delivery teams. "From monthly film nights to risograph print sessions, you will play a key role in ensuring the successful delivery of our core programming strand. You will be the operational backbone of our programmed work and the person who holds the overall picture of our yearly plan.

You will be responsible for managing the processes, timelines, and communication that underpin our programme. By helping move creative concepts through a project lifecycle—from ideation to final delivery—you will bring teams together and up to speed to ensure projects are delivered with efficiency, care, and impact.

Working in close collaboration with our Creative, Marketing, Finance, Cafe, and Operations teams, you will drive multi-project success, ensuring slick workflows, clear ownership, and transparent tracking are running so the team always knows what to deliver, when, and how.

This role focuses on the operational systems and coordination required to deliver our diverse programme of activity across multiple delivery models, working closely with core staff, external associates, and community partners alike.

→ Key Responsibilities

**Programme Coordination**

- Oversee the programme's schedule and advanced planning systems: identifying risks and capacity challenges to support financial forecasting and resource prioritisation.
- Hold a comprehensive operational overview across multiple concurrent projects to support smart working and fluid coordination across delivery teams.
- Facilitate project planning meetings to align on milestones, establish clear accountability, and maintain a central point for all agreed actions and updates.

**Systems & Workflow Management**

- Lead the post-sign-off 'delivery workflow,' establishing the shared timelines, tracking methods, and communication frameworks that enable teams to execute projects autonomously and efficiently.
- Maintain and develop organisational systems to support a coordinated workflow across the entire Stove programme.
- Establish, uphold, and embed clear processes for how information moves seamlessly between Creative, Marketing, Finance, Cafe, and Operations teams.
- Set and manage internal deadlines and key accountabilities to support effective planning.
- Training & Embedding: Act as an internal champion for organisational systems; leading light-touch training, onboarding, and ongoing support to ensure core staff, freelancers, and delivery teams confidently adopt and use them.

**Evaluation & Reporting**

- Oversee programme evaluation systems and support the integration of feedback processes into daily project delivery.
- Coordinate data collection, including quantitative metrics, qualitative feedback, and participant insights to feed into Stove reporting systems.

**Venue & Partnership Logistics**

- Act as the primary operational link for our public programme; coordinating schedules and venue space alongside the Café Manager, room booking systems, and creative freelancers.
- Manage room bookings across The Stove's spaces, maintaining simple, clear, and efficient Google Calendar systems and communication.
- Act as a first point of contact for external enquiries relating to space use and bookings.
- Coordinate space use in line with capacity, compliance, and operational needs, liaising with internal teams and external partners to ensure spaces are appropriately resourced.
- If required, support contracting processes with the Finance team for external suppliers and Freelance Associates involved in delivery of programmes.

→ Key Skills

- Project Management
- Collaborative Working
- Communication & Clarity
- Systems & Workflow Thinking
- Coordination Skills
- Digital & Administrative Proficiency
- Attention to Detail & Reliability
- Adaptability & Responsiveness
- Positive Problem Solving

→ Person Specification

Essential

- Demonstrable experience managing multiple projects simultaneously, overseeing delivery from planning through to completion, including timelines and dependencies.
- Confidence in managing timelines, understanding budget requirements, and adjusting plans in response to changing priorities.
- A strong ability to design, implement, and maintain practical systems and workflows that support clarity, efficiency, and accountability across teams.
- Comfortable overseeing project milestones, working with teams to take ownership of day-to-day delivery, ensuring tasks are defined and progress is maintained.
- Experience working effectively across multidisciplinary teams, building strong working relationships, and making/communicating plan adjustments constructively.
- Exceptional level of organisation and a collaborative ethos—sharing information clearly so everyone involved understands what is happening and what is required of them.
- Experience using digital tools such as Google Workspace, spreadsheets, shared drives, and project tracking systems to manage workflows and documentation.
- Impeccable attention to detail, pride in accuracy, and a consistent, methodical approach to tracking information so nothing “falls between the gaps.”
- Comfortable working in a dynamic environment where priorities can shift, and the ability to adapt.
- A constructive team player who brings energy to group problem-solving, maintains a ‘can-do’ attitude, and can navigate challenges with a focus on positive solutions.

Desirable

- Experience working in a venue-based, arts, or community-led organisation, particularly where programmes are co-produced or involve the shared use of community spaces
- An understanding of, or a keen interest in, creative placemaking and community-led development approaches.
- Experience supporting evaluation, reporting, or data collection processes, particularly for funded projects.
- Experience coordinating freelancers, partners, or external hires within a project or programme context.

### → Why Join Us?

This is an opportunity to play a central role in an organisation working at the intersection of creativity, community, and place.

At The Stove, you will be part of a dynamic, hard-working, experienced, and supportive team that believes in the power of creativity to promote meaningful social change. We work collaboratively with communities to develop projects that respond to real needs and aspirations.

You will contribute to a programme that spans grassroots activity through to strategic partnerships, supporting work that creates opportunities for participation, skills development, and cultural expression across the region.

### → Role Details & Benefits

→ 18-month fixed term contract.

→ Part-time, 4 days per week (28 hours).

While there is no guarantee of increased hours, there may be potential for the role to expand in the future, dependent entirely on future funding, organisational need, and the successful development of the role.

→ £22,400 – £25,600 per annum (Actual Prorated Salary).

Equivalent to £28,000 – £32,000 per annum Full-Time Equivalent (FTE). Starting salary is normally at the lower end of the band, with scope for progression based on performance and annual review.

→ This is a fully in-person role, based at The Stove, 100 High Street, Dumfries

→ Reporting to Graham Rooney, Enterprise Director.

## → How to Apply

To apply, please send:

- A CV outlining your relevant skills and experience.
- A Cover Letter (maximum 2 pages) detailing your interest in working with The Stove and demonstrating how your skills and experience meet the criteria in the Person Specification.

Please email your application to [info@thestove.org](mailto:info@thestove.org) by **midnight, Wednesday 24th June**. We ask that total email attachment size does not exceed 10MB. We invite applicants to complete our [Equality, Diversity, and Inclusion Form](#) to help us with our equalities monitoring at The Stove.

## → Applying in a Way That Works for You

We want our application process to be as inclusive and accessible as possible. We welcome you to communicate with us in the way that feels most comfortable and natural to you. You are welcome to submit your cover letter as a written document, a short video, or an audio recording.

## → Interview Process

If your application is shortlisted, you will be invited for an in-person interview at The Stove. Meeting our candidates face-to-face is a vital part of our collaborative team culture, and for this role, we will not be conducting interviews online.

To ensure a fair and accessible process, all selected candidates will receive an Interview Pack in advance of their slot. This will include detailed briefs and information to give you plenty of time to prepare and feel confident.

The interview process will be 90 minutes long and consists of two connected parts, separated by a short break:

### → **Part 1 (20 Minutes) Presentation & Q&A**

You will deliver a 10-minute presentation, followed by a 10-minute Q&A session.

### → **Part 2 (60 Minutes) Project Manager Workshop Scenario**

You will lead an advanced planning discussion with members of our programme team, working together to map out a hypothetical multi-event schedule.

→ Key Dates

**Application Deadline** Midnight, Wednesday 24th June

**Interview Date** Tuesday 21st July & Wednesday 22nd July

Please let us know in your application email if you have any scheduling conflicts with this date, and we will do our best to accommodate.

The interview panel will review applications from **Thursday 25th June to Thursday 9th July**, and candidates will be notified of the decision on their application on **Friday 10th July**. While this internal review window is slightly longer than usual, the extra time allows us to accommodate staff holidays and ensure we honour our robust recruitment process.

→ About The Stove

The Stove is a leading creative placemaking\* organisation in Scotland, pioneering socially engaged arts practice and community-led regeneration. Based in our community venue at 100 High Street, Dumfries, The Stove is the UK's first artist-led Development Trust and a central hub for the regional creative placemaking network, What We Do Now.

Since 2011, we've worked with individuals, groups, and partners to co-create projects that champion inclusion, wellbeing, and sustainable local futures. Our mission is to use creativity as a catalyst for change—supporting people to re-imagine and shape the places they live. Whether through public art, community events, cultural festivals, or skills and learning programmes, we put local voices and lived experience at the heart of our work.

\*Creative Placemaking is a community-led approach that uses creative activity to support collective decision-making and positive change for people and the places they live.

→ Further Information

If you have any questions about the application process, the role, or individual accessibility needs, please don't hesitate to get in touch at [info@thestove.org](mailto:info@thestove.org).