



**hoot**  
creative arts

**join the  
team**

**Project Manager  
Out of the Blue**

**Being creative  
makes you feel good**

[www.hootcreativearts.co.uk](http://www.hootcreativearts.co.uk)



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# Hello!



We are pleased that you are interested in joining the team here at **hoot creative arts**.

**hoot** is an arts and mental health charity based in the town centre of Huddersfield, West Yorkshire. We deliver a range of creative activities that support people to take care of their mental health and wellbeing and discover how being creative makes us feel good.

Our delivery is co-produced with a range of groups and settings:

- Adult Mental Health services
- People living with dementia and their carer
- Adults with learning disabilities
- Children and young people using mental health services
- Specialist custodial settings
- Workplace wellbeing
- Older people's care homes
- End of life services
- Safe and secure digital platforms

**hoot** is an Arts Council England National Portfolio Organisation (NPO) and a consortium lead in co-developing a Creative Health System for West Yorkshire. We are commissioned jointly by Kirklees Council and the NHS to provide a creative arts programme within the adult mental health service across Kirklees.



*Music made by attendees of commissioned programme's activities*

"I am so glad I have found **hoot** as I have grown so much from coming to activities and getting the support from the staff"

## hoot's history

**hoot creative arts** was founded in 2002 by two artists with a passion for music and dance and an inkling from their own lives that being creative might help maintain mental health and emotional wellbeing. Little did they know that **hoot** was part of a growing body of national and international practice and research that would see attitudes to Creative Health change radically over the next 20 years.

They called themselves **hoot**, because they had a laugh and made plenty of noise. 20 years on and **hoot's** weekly activities span Kirklees and as far beyond as Durham and Torquay.

## hoot today

**hoot** is now led by CEO Gavin Clayton who was closely involved in establishing the national infrastructure, international links and evidence base supporting Creative Health. The **hoot** team is made up of 12 staff members (plus freelance artists) with a wealth of experience in the sector.

# Role Information

Job title	Project Manager - Out of the Blue
Salary	SO1 point 23, £34,434 (pro rata £24,103.80) to SO1 point 25, £36,363 (pro rata £25,454.10)
Location	<p><b>hoot creative arts</b>, Bates Mill, Milford Street, Huddersfield HD1 3DX. Work may be required across North and South Kirklees.</p> <p><b>hoot</b> operate an agile working policy. However, this post requires presence in the office to support team and build on reflective practice. Visits to other delivery sites across Kirklees necessary from time to time. Opportunity to work from home for percentage of contracted hours will be possible dependent on needs of the charity and phases of delivery.</p>
Hours	3.5 days per week (25 hours, 54 minutes)
Contract	Fixed Term until 31 March 2029 with contracted 2 year extension to March 2031 pending Kirklees Council budget confirmations.
Reports to	Senior Leadership Team (SLT) & commissioners.
Responsible for	<ul style="list-style-type: none"> <li>• <b>hoot</b> In-House Artists (x2 part time posts)</li> <li>• Task management for remaining project team * :             <ul style="list-style-type: none"> <li>◦ Creative Support Workers (x 3 part time posts)</li> <li>◦ Participant &amp; Progression Officer (x 1 part time post)</li> <li>◦ Risk &amp; Referrals Manager (x 1 part time post)</li> </ul> </li> </ul> <p>*to be reviewed once in post.</p>
Benefits	<ul style="list-style-type: none"> <li>• Holiday entitlement (FT 30 days / year incl Bank Holidays) pro rata according to contracted days</li> <li>• 5% Employer contribution to a workplace pension scheme</li> <li>• Westfield Health Employee Assistance programme Level 2 (once probationary period is complete) with circa £1000 of benefits available annually including dental, optical, alternative therapies and counselling.</li> <li>• Regular check in, supervision and appraisal with line manager</li> <li>• Flexible working arrangements</li> <li>• Work based IT equipment and mobile phone (PC / Apple / Android) provided dependent on role</li> </ul>

# Job Purpose

To provide strategic, operational and creative leadership/direction for the Out of the Blue (OOB) service, ensuring the effective planning, programming, delivery, quality assurance and development of a community-based creative health service supporting adult mental health.

The postholder will lead the implementation, coordination and continuous improvement of the service in alignment with **hoot**'s organisational values, mission and vision, and the requirements of the Adult Mental Health Community Options Service – Creative Arts contract.

The postholder will work collaboratively across **hoot**, the Working Together Better (WTB) partnership and external stakeholders to ensure the service remains reflective, co-productive, trauma-aligned, participatory and culturally competent.

## How to apply

Please email the following documents in .docx or .pdf file format with subject line: *'hoot Project Manager Out of the Blue'* to [info@hootcreativearts.co.uk](mailto:info@hootcreativearts.co.uk)

- your CV
- maximum of two A4 sides in 12 point font (approx 900 words) in response to the job description and person specification.
- a [completed monitoring form](#) (click to download). This is detached before shortlisting.

Applications are anonymised before the shortlisting process. Unfortunately we are unable to offer feedback to applicants who are not shortlisted.

We encourage candidates to use AI responsibly – as a support tool, not a replacement for your own insight and input. Your submission must represent your own experience, achievements, and professional perspective and applications that appear to be entirely written by AI may not be considered.

- **Deadline:** 10:00am on Monday 20<sup>th</sup> July.
- **Interviews:** Tuesday 4<sup>th</sup> or Wednesday 5<sup>th</sup> August in central Huddersfield.
- **Start Date:** We hope to get you started ASAP in August 2026.

For an informal conversation about this role please contact Laila Tanveer, Operations Manager on 01484 516224 or [laila@hootcreativearts.co.uk](mailto:laila@hootcreativearts.co.uk)

# Job Description



## Strategic Planning and Service Development

- Develop and implement an annual project plan for the OOB service and team that includes creative programme, co-production, testing/piloting, delivery, sustainability and review of project elements outlining key milestones, timelines, responsibilities and delivery priorities.
- Hold Inclusion, Diversity, Equity & Equality in the Arts (IDEEA) commitments in mind in all PM activity.
- Ensure alignment with **hoot**'s organisational goals, tender requirements and commissioning structures.
- Lead the design and continuous improvement of systems, procedures and participant pathways to support effective service delivery.
- Ensure integration of Participation and Progression Coordinator and the Risk & Referral Manager roles.
- Identify opportunities for service growth, outreach activity, partnership development and income generation in collaboration with the Senior Leadership Team (SLT) to ensure the long-term sustainability.
- Support strategic planning that includes outreach & awareness raising strategy.

## Programme Delivery and Quality

- Lead programming of creative activity across online and in-person delivery, ensuring a varied, inclusive and high-quality offer.
- Ensure workshop programmes, artistic themes, aims and delivery schedules are planned well in advance, with session plans, risk assessments and promotional content prepared within agreed timelines.
- Contracting freelance artists and to ensure all relevant paperwork is completed in advance of their sessions starting.
- Ensure diversity of freelance artists reflect demographics of Kirklees residents.
- Ensure all creative activity is underpinned by trauma-aligned, relational and co-productive practice.
- Work closely with in-house artists, freelance artists and Creative Support Workers (CSWs) to maintain high artistic and participatory standards across all activity.
- Evidence and refine participant journeys to ensure services are accessible, engaging, inclusive and culturally competent.

# Job Description continued



## Operational Management

- Ensure the smooth day-to-day operation of the OOB service, including staffing, safeguarding (in collaboration with Designated Safeguarding Lead), referral pathways, risk management and cross-workstream communication.
- Ensure operational systems and procedures are clearly communicated, accessible and consistently followed across the team.
- Ensure external venues are booked and appropriate risk assessments in place
- Oversee the effective use and development of database systems (CiviCRM) and monitoring processes to support data collection, evaluation and reporting.
- Monitor project delivery against agreed / contractual KPIs and implement strategies to maintain performance and service quality.
- Manage participant and referrer complaints and dissatisfaction.

## Monitoring, Evaluation & Reporting

- Lead the development, implementation and review of effective evaluation processes including theory of change methodologies.
- Meet reporting requirements for commissioners & funders, e.g. current Arts Council England, NPO Activity & Investment Principles.
- Coordinate the collection and analyse quantitative and qualitative data to inform service improvement, programme development and strategic decision-making.
- Produce quarterly and annual report content.

## Financial and Resource Management

- Hold responsibility for effective project budget management and financial oversight, with support from the Senior Leadership Team.
- Ensure resources, staffing and freelance provision are deployed efficiently and responsibly.
- Support fundraising activity, partnership development and resource generation to enhance and expand the service offer.

# Job Description continued



## Team Leadership and Staff Development

- Provide supportive leadership and line or task management for relevant project team & freelance artists.
- Engage actively with Reflective Practice Group provision.
- Create a positive, reflective and collaborative team culture that encourages innovation, flexibility, accountability and learning.
- Set clear objectives, manage performance and support staff wellbeing.
- Identify training and development needs and coordinate learning opportunities for staff and freelancers.
- Promote open communication pathways and harmonious working relationships across **hoot**.

## Partnership and Network working

- Develop and maintain positive relationships with commissioners, referrers, community organisations, creative health partners and stakeholders.
- Work collaboratively and support delivery of the [Working Together Better](#) (WTB) Strategic Plan.
- Contribute to relevant operational and partnership meetings joint initiatives, events and strategic actions.
- Represent **hoot** and the OOB service within local, regional and national creative health and mental health networks where appropriate and feasible.

# Person specification

## Essential Criteria



The following criteria will be used for shortlisting and interview assessment.

Essential Criteria - Experience	Measure
Significant experience of managing creative health, community, arts, health, wellbeing or social care projects/programmes.	CV & Interview & A4 sides
Leading and coordinating complex projects involving multiple stakeholders, priorities and delivery strands.	CV & Interview & A4 sides
Staff supervision, line management and/or coordinating multidisciplinary teams, including freelancers or volunteers.	Interview & A4 sides
Partnership working across statutory, voluntary, cultural or community sectors.	CV & Interview & A4 sides
Managing budgets and resources.	Interview & A4 sides
Monitoring, evaluation and report writing for funders, commissioners or stakeholders.	Interview & A4 sides
Developing systems, procedures or operational processes to support effective service delivery.	Interview & A4 sides
Working within participatory, co-productive or community-led approaches.	CV, Interview & A4 sides
Working with people with mental health needs	CV & A4 sides
Contracting project delivery staff.	CV & A4 sides

# Person specification

## Essential Criteria continued



The following criteria will be used for shortlisting and interview assessment.

Essential Criteria – Knowledge & Understanding	Measure
Understanding of mental health and the role creative health/community arts can play in supporting wellbeing, recovery and maintenance.	Interview & A4 sides
Understanding of safeguarding, professional boundaries, confidentiality and data protection requirements.	Interview & A4 sides
Understanding of equality, diversity, inclusion and culturally competent practice.	CV, Interview & A4 sides
Knowledge of project planning, implementation and continuous improvement approaches.	CV, Interview & A4 sides
Understanding of evaluation methodologies, outcome measurement and impact reporting.	CV, Interview & A4 sides
Awareness of challenges and barriers experienced by people accessing community mental health support.	Interview & A4 sides
Understanding of collaborative and reflective working practices within community or voluntary sector settings.	Interview & A4 sides
Understanding of co production and community consultation/ engagement	Interview & A4 sides

# Person specification

## Essential Criteria continued



The following criteria will be used for shortlisting and interview assessment.

Essential Criteria – Skills & Abilities	Measure
Degree Level Qualification (or equivalent applied experience) in project management, arts management, community development, VCSE, health, social care or related field.	CV
Strong organisational and project management skills, with the ability to manage competing priorities effectively.	CV & A4 sides
Excellent communication and interpersonal skills, with the ability to build positive relationships across a wide range of stakeholders and with team/colleagues.	Interview & A4 sides
Ability to lead, motivate and support teams in a collaborative and inclusive way.	Interview & A4 sides
Ability to analyse information and use data to inform planning, decision-making and service improvement.	Interview & A4 sides
Strong written skills, including the ability to prepare clear reports, funding information and monitoring returns.	CV & A4 sides
Ability to problem solve creatively and respond flexibly to changing priorities and operational challenges.	Interview & A4 sides
Ability to facilitate learning and continuous improvement within teams.	CV & A4 sides
Competence in the use of digital systems, databases and Microsoft Office applications.	CV & A4 sides

# Person specification

## Essential Criteria continued



The following criteria will be used for shortlisting and interview assessment.

Essential Criteria - Personal Qualities	Measure
Commitment to <b>hoot</b> 's values, mission and vision.	A4 sides
Commitment to co-production, participation and inclusive practice.	Interview & A4 sides
Ability to work both independently and collaboratively.	A4 sides
Positive, reflective and solution-focused approach.	A4 sides
Open, approachable and supportive leadership style.	A4 sides
Commitment to ongoing personal and professional development.	CV & A4 sides
Ability to maintain professionalism, resilience and sound judgement in a busy working environment.	CV, Interview & A4 sides

# Person specification

## Desirable Criteria



The following criteria will be used for shortlisting and interview assessment.

Desirable Criteria	Measure
Knowledge of the Creative Health sector and relevant local or national networks.	Interview & A4 sides
Experience of working within commissioned services or Arts Council England funded programmes.	CV, Interview & A4 sides
Experience of fundraising, income generation or bid development.	CV, Interview & A4 sides
Experience of using CRM database systems and data reporting platforms. Willingness to learn if not.	Interview & A4 sides
Knowledge of Kirklees communities, services and partnership networks.	Interview & A4 sides
Experience of facilitating outreach or engagement activity with underserved communities.	CV, Interview & A4 sides
Awareness of Working Together Better (WTB) or similar partnership approaches.	CV, Interview & A4 sides

# Safeguarding Statement and Pre-Employment Checks

At **hoot creative arts**, we work with people of all ages with a wide range of vulnerabilities and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, will include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK
- A satisfactory Disclosure and Barring Service (DBS) check

## Inclusion, Diversity Equity & Equality in the Arts

**IDEA** is at the heart of **hoot creative arts** vision for a world where everyone benefits from equal access to participate or deliver creative activities. [You can read our current approach on our website.](#)

Our organisational values underpin our equity, diversity, and inclusion commitments. It is only through promoting inclusion that we can truly embody its values of being people-focused and collaborative.

Being creative is a core value for **hoot creative arts** and we understand that having a diverse workforce drives innovation and creativity. As an organisation, we are committed to ensuring that individual contributions are encouraged and valued. We recognise the significant benefits that can be achieved from striving towards a workforce that represents our communities across Kirklees, West Yorkshire, the UK and further afield.

Please include a [completed monitoring form](#) with your submission. This will be detached and will not be seen by the shortlisting panel. The data is used for the sole purpose of monitoring our recruitment processes.

**Good luck and we look forward to receiving your application.**