



Job Description

PROJECT LEADER



JOB TITLE:	PROJECT LEADER (Event)
RESPONSIBLE TO:	PROJECT MANAGER
RESPONSIBLE FOR:	Volunteers
HOURS PER WEEK:	10 hours per week including weekends and evenings, where agreed
SALARY:	Negotiable depending on experience

The post is for a fixed term of 12 months.

Ensemble Manchester has recently been awarded funding from the Heritage Lottery Fund for a project called 'Connecting to Our Cameroonian Roots'. As a Project Leader in charge of organizing events, you will work with the Project Manager, 7 project team leaders and volunteers to deliver the 2nd phase of the Project. You will take a leading role in organizing events, including Fashion Show, Food Demonstration, Naming and Graduation ceremony, Determine how best to enable active youth engagement and participation during rituals and ceremonies taking place within the community– work collaboratively with other project staff and partners

The purpose of the Project is to capture key aspects of Cameroonian culture from the minds of migrants to Greater Manchester in the 1960s to 1990s, creating accessible digital records and: -

- Training/instructional videos
- Supply and sourcing information.

Important benefits are: -

- Ensuring knowledge of key aspects of Cameroonian culture doesn't die when the original migrants – most aged 70+ - pass
- Enthusiing a new generation of the diaspora with a deeper understanding of their roots and a desire to keep Cameroonian culture alive and relevant
- Better enable this new generation of young people to share their history with their indigenous peers, breaking down boundaries as a result
- Build bridges between the Francophone and Anglophone Cameroonian diaspora in Greater Manchester – communities that have drifted apart
- Enhance connections with the diaspora for other West African nations and act as a template for documenting and sharing distinctive features of their cultures and heritage.

Material generated by the Project will be showcased in a number of community events over the duration of the Project and all project material will be archived at the Ahmed Iqbal Ullah RACE (Race Archives and Community Engagement) Centre (at The Manchester Central Library), selected elements uploaded to a dedicated website and shared with partners and local schools.

Main purpose and role

To support the Project Manager to ensure the smooth running of community events and success of the project and the achievement of the Lottery Heritage approved purpose.

Essential skills

- Experience of oral history recording techniques/collection and methodology
- Fluent English and French speaker, ideally with an understanding of various barriers to participation in heritage projects
- People and event planning &Management Skills
- Efficient organizer with ability to assess risks and mitigate accordingly
- Computer Literate
- Patience, tact and diplomacy
- Able to work flexible hours, including weekends when needed to meet deadlines
- Good writing skills.

Tasks and responsibilities

- Work with the Project Manager and other Project Leaders to create an overall strategic plan for 10 events to be delivered as part of the connecting to our Cameroonian Roots project
- Based on the agreed strategic plan, develop Risk register an event plan
- Implement the event plan with the other Project workers and the trained volunteers
- With the other Project Leaders, run the necessary group sessions
- Work closely with steering committee for project guidance in audience development, event planning, delivery, recording and archiving of cultural events
- With the other Project Leaders, categorise the results of the interviews and other data collection in the 7 themes (food, art, music & song, stories & literature, dress & clothing, rituals & ceremonies and language)
- With the other Project Leaders, distill the collection information that can be shared and showcased in the community event planned for February and Mai 2026
- Support the Project Manager in collecting budget and project progress information, keeping the overall project plan a live document and through participating fully in the monthly project meetings.

Additional Responsibilities of Post

Supporting the Project Manager with: -

- Project administration, Financial Management and Reporting
- Budget Management
- Make contractual payments to third parties
- Ensure that appropriate procurement processes are followed for all expenditure
- Partnership management
- Monthly Project Meetings with the project team
- Set up and maintain record keeping systems
- Create and maintain database of key contacts.
- PR & Marketing
- Issuing relevant press releases
- writing for and updating Ensemble website & social media feeds on project progress.