

**FREELANCE CONTRACT BRIEF:  
PROJECT DEVELOPMENT MANAGER, *RE-CENTRE*, SALFORD  
New Arts Council England Creative People and Places programme**

**Contract:** Freelance

**Fee:** £15,000 inclusive of VAT if applicable

**Period:** April 2026 – November 2026 (Development Period)

**Location:** Salford, Greater Manchester (hybrid with significant in-community presence)

**Reporting to:** CPP Consortium (via University of Salford as Lead Organisation)

## **BACKGROUND**

Salford's *Re-centre* programme is a new Creative People and Places (CPP) initiative. It is headed by a consortium of organisations including the University of Salford, Salford Community Leisure, The Lowry, Salford CVS, and Salford City Council. The aim is to foster long-term, community-driven cultural transformation throughout the city.

Arts Council England (ACE) has offered the *Re-centre* consortium a grant of up to £750,000 from 1 April 2026 to 31 March 2029. All new CPPs have a 12-month Development Period from 1 April 2026 to 31 March 2027, followed by two years of project delivery.

As a new CPP, we are now looking for a dynamic and experienced freelance Project Development Manager to establish the optimum conditions and frameworks for successful project delivery. This role precedes the appointment of the CPP Director, anticipated to start in Autumn 2026.

The freelance *Re-centre* Project Development Manager will work with the consortium through the preparation and commencement of the Development Period, ensuring Salford is well-positioned for a successful transition into the Delivery Period, and ensuring that all ACE milestones are achieved.

## **CONTEXT**

*Re-centre* is a city-wide initiative established to empower residents throughout Salford's neighbourhoods to influence the cultural activities they wish to experience. The proposal reflects Salford's diverse and multi-centred identity, consisting of five districts, four towns, twenty wards, and eight neighbourhoods. *Re-centre* places significant emphasis on community engagement and co-production while demonstrating ambition and excellence of cultural activity.

*Re-centre* approaches culture as an endeavour created by and with Salford's communities. By recognising the city's complexity, *Re-centre* prioritises placing residents at the forefront of decision-making, ensuring that cultural programming responds directly to local needs, experiences, and aspirations.

The Development Period serves as a crucial foundation for the programme. It will involve cultivating trust and relationships with community members and devising methodologies for community-led decision making. We expect to start to define the *Re-*

*centre* programme's identity, ahead of the appointment of a Director. During this period, we need to establish systems and processes and ensure organisational readiness for programme implementation.

The Project Development Manager will work on behalf of the CPP Consortium, comprising:

- University of Salford (Lead Organisation)
- Salford City Council
- Salford Community Leisure
- The Lowry
- Salford CVS (Community and Voluntary Services)

Additional collaboration will involve:

- Salford City Council Neighbourhood Managers (covering all 8 neighbourhood areas)
- Voluntary, Community and Social Enterprise organisations, grassroots community partners and resident networks
- Independent freelancers (communications, evaluation, fundraising, marketing)
- External agencies (e.g., Audience Agency, evaluator, design partners)
- Salford 100 project co-ordinator (Salford centenary programme in 2026)

## **BRIEF**

The Project Development Manager will assume responsibility for leadership and delivery in the Development Period, from April 26 until the CPP Director is appointed and in place (expected autumn 2026). The consortium may be able to provide some additional project administration support, to be agreed once in post.

Key responsibilities include:

### **Programme and Project Development:**

- Lead the creation and initial coordination of the *Re-centre* Project Plan through to March 2027,
- Further develop strategic approach for the *Re-centre* programme, ensuring alignment with CPP principles
- Develop a clear methodology for community engagement and decision-making with input from local partners
- Support early-stage community engagement

### **Governance & Compliance:**

- Lead development of outline Business Plan including establishing governance structures, decision-making processes, conflict of interest policy, risk management, and staffing plans.
- Ensure compliance with ACE requirements for payments, reporting, and monitoring.
- Schedule and administer consortium meetings, including taking minutes

### **Finance:**

- Develop detailed income and expenditure budget for Development Period and outline budget for following 2 years
- Provide forward facing cashflow for Development Period
- Provide income and expenditure report, forward facing budget and cashflow for next 12 months and updated budget to March 27
- Support the creation of a match funding strategy (at least 15%)

#### **Reporting and evaluation:**

- Work with consortium to develop and establish robust systems and processes for quarterly reporting – both data and narrative
- Coordinate initial quarterly report for ACE
- Work with freelance evaluator to support development of an initial evaluation framework

#### **Recruitment:**

- Work with Consortium, and ACE to develop a Job Description for Director and potential staff team, including finance and admin support
- Support on boarding of CPP Director once in post (expected autumn 2026)

#### **Communications and audience development:**

- Maintain clear, open communication with community partners and stakeholders about project timelines and opportunities.
- Help create an outline audience development plan, and equality action plan.

#### **Other:**

- To attend CPP Induction session on 23<sup>rd</sup> April in London (along with lead organisation) to inform planning for development period

#### **REQUIREMENTS:**

We are looking for a dynamic, highly organised and experienced individual with demonstrable skills and knowledge in:

- Leading and managing complex cultural programmes at both strategic and operational levels, ensuring alignment with project objectives and timelines.
- Applying a comprehensive understanding of co-creation, participatory practice, and community-led decision-making to all programme activities.
- Arts Council England processes, preferably including Creative People and Places, to support project delivery and compliance.
- Producing robust business plans, governance documentation, risk registers, and operational frameworks to underpin programme management and reporting.
- Facilitating and sustaining strong partnerships across sectors, including local authorities, VCSE organisations, and cultural institutions.
- Maintaining exemplary standards in communication, facilitation, and organisational processes to ensure clarity and efficiency across all stakeholder groups.
- Operating independently and effectively managing multiple deadlines within a consortium environment.
- Salford's cultural, social, and community landscape, integrating local context into programme delivery.

- Delivering programmes within multi-neighbourhood or similarly complex place-based settings, adapting approaches as needed.
- Developing fundraising strategies and advising on philanthropic partnerships to support income generation and project sustainability.

## **HOW TO APPLY**

Please send your CV and cover letter outlining:

- your interest in the freelance role
- your relevant experience
- how you would approach the role including suggested breakdown of your time

Please send by email to: Cami O'Hagan: [C.C.OHagan@salford.ac.uk](mailto:C.C.OHagan@salford.ac.uk) by 9am on Monday 23<sup>rd</sup> March stating **CPP Project Development Manager** in the Subject Header.

Shortlisted candidates will be invited to interview on 2<sup>nd</sup> April (in person) and the successful candidate is expected to start as soon as practicably possible.

Please let us know if you have any access requirements which may impact the application (or interview) process.