

Back to Ours Arts Limited

# BRANSHOLME CHAT – PROJECT MANAGER RECRUITMENT

Sept 2025



Hello,

## Thanks for your interest in joining us at Back to Ours.

We're on the lookout for a brilliant new Project Manager to lead Bransholme Chat, our community space in North Point Shopping Centre.

Bransholme Chat began in 2019 with support from the National Lottery Community Fund, and in 2024, we received a further boost from the Michael Bishop Foundation. In 2025, we were awarded another round of funding from the National Lottery Community Fund, securing the shop's future for the next three years.

What started as an empty shop unit has grown into a much-loved hub where people drop in for a brew and a natter, take part in activities, celebrate cultural events, and share ideas about what matters most in their community. Guided by a Steering Group of residents, the shop has welcomed thousands of visitors and become a space for conversation, creativity and connection right in the heart of Bransholme.

We're looking for someone special to lead the day-to-day running of Bransholme Chat. You'll be the friendly face that makes everyone feel welcome, while also managing the practical side – from planning activities with the Steering Group, to supporting volunteers, supervising freelancers and our part-time Engagement Assistant, and making sure everything runs smoothly and safely.

The right person will be organised and hands-on, but also warm, approachable and genuinely passionate about people. You'll enjoy chatting to everyone who comes through the door, listening to what they have to say, and helping turn their ideas into action. You'll also be comfortable handling budgets, paperwork and monitoring, and you'll bring the same care and attention to these behind-the-scenes tasks as you do to greeting visitors.

If you want to be at the heart of a project that's community-led, creative, and full of energy, we'd love to hear from you.



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# About Back to Ours Limited

Back to Ours is a charity and Arts Council England National Portfolio Organisation based in Hull. At the very core of what we do is people. We want residents of Bransholme to take the lead in choosing, creating and taking part in amazing art experiences – as participants, decision-makers, artists, volunteers, and audiences.

We create unforgettable experiences in everyday spaces: pubs, schools, community centres, shopping centres, and streets across the city. From spectacular parades and touring theatre to Shindigs for older people and creative heritage projects, everything we do is rooted in our communities.

Bransholme Chat is a key part of this – a space shaped and guided by local people, open five days a week for anyone who wants to drop in.

# The Role: Bransholme Chat Project Manager

We're looking for someone special to lead Bransholme Chat day-to-day. This is both a community role and a project management role – you'll be the welcoming presence that makes people feel at home, while also keeping everything organised and running smoothly behind the scenes.

## As Project Manager you'll:

- Lead the day-to-day running of Bransholme Chat, making sure the space is safe, welcoming and inclusive.
- Support the Steering Group to plan and deliver activities that matter to local people.
- Manage the part-time Engagement Assistant, freelance Guest Chatters, and sessional workers.
- Recruit, train and support volunteers.
- Build strong relationships with visitors, partners, and North Point Shopping Centre.
- Keep an eye on budgets, resources and paperwork.
- Collect feedback, stories and data to help us evaluate and grow the project.

This role is about people as much as projects. You'll spend time chatting to visitors, listening to what they have to say, and helping turn their ideas into action. At the same time, you'll be comfortable handling planning, budgets, safeguarding, and reporting.







# About You

- Friendly, approachable, and genuinely passionate about people.
- Organised and reliable, with experience of planning or managing community or cultural projects.
- Confident leading others – whether that's staff, freelancers or volunteers.
- Skilled at building relationships with a wide range of people and making them feel welcome.
- Comfortable keeping on top of paperwork, budgets and monitoring.
- Committed to equality, diversity and inclusion, and ensuring Bransholme Chat is open to all.

You might have managed community projects before, or you might bring transferable skills from another sector. Most importantly, you'll have the energy, care and commitment to make Bransholme Chat thrive.



# The Details

**Job title:** Bransholme Chat Project Manager  
**Employer:** Back to Ours Arts Limited  
**Responsible to:** Director & CEO  
**Responsible for:** Part-time Engagement Assistant, freelance "Guest Chatters," sessional staff and volunteers

**Location:** Bransholme Chat, North Point Shopping Centre, Hull  
**Hours:** 26 hrs per week, including occasional evenings/weekends  
**Salary:** 28k (pro rata)  
**Contract:** Fixed term until September 2027

## Main Duties & Responsibilities

### Community Welcome & Engagement

- Act as the lead welcoming presence at Bransholme Chat, ensuring the space feels safe, friendly, and inclusive for all visitors.
- Build strong relationships with a wide cross-section of local people, encouraging regular use of the space and supporting those who may be socially isolated.
- Ensure the space and programme are inclusive and accessible, welcoming people from all backgrounds and cultures.

### Programme Delivery & Coordination

- Support the Steering Group of residents to plan, shape, and deliver the programme of activities and events.
- Manage the activity diary, confirm bookings, liaise with artists and sessional staff, and ensure activities run on time and within budget.
- Supervise and support freelance "Guest Chatters" and sessional workers, ensuring delivery meets agreed standards.
- Work with the Steering Group and Back to Ours team to introduce new ideas and contribute to the ongoing development of Bransholme Chat.



### Line Management & Volunteer Support

- Line-manage the part-time Engagement Assistant, providing regular supervision and support.
- Recruit, induct, and support volunteers to contribute to Bransholme Chat in a range of roles.
- Maintain volunteer records, organise rotas, and provide ongoing encouragement and training to support skills development and confidence building.

### Space & Operations

- Oversee the day-to-day running of the shop unit, including opening/closing, tidiness, and creating a welcoming environment.
- Take responsibility for health & safety, safeguarding, and risk assessments.
- Manage resources and project materials, obtain quotations, and ensure all expenditure is recorded in line with finance procedures.

### Partnership & Communications

- Build and maintain positive relationships with partners, including North Point Shopping Centre, local services, and cultural organisations.
- Contribute to the promotion of Bransholme Chat through social media updates, newsletters, and local networks (with support from the wider Back to Ours team).
- Represent Bransholme Chat and Back to Ours at meetings and events when required.

### Monitoring & Evaluation

- Collect monitoring data (quantitative and qualitative) through formal and informal methods, e.g. feedback forms, conversations, photographs, videos, and case studies.
- Maintain accurate project records and support the preparation of reports for funders and trustees.
- Contribute to the ongoing review and development of Bransholme Chat's "story of change" and project evaluation.

### Budget Management

- Work within agreed budgets for activities and events, ensuring value for money and alignment with funder requirements.
- Support finance reporting as needed.

### General

- Work in line with Back to Ours' policies and procedures, including safeguarding, equality, data protection, and health & safety.
- Be flexible and adaptable to ensure the smooth running of the project, including occasional evening and weekend work.
- Promote Bransholme Chat and Back to Ours positively within the local community and with partners.
- Undertake any other reasonable duties as required, in line with the role's level of responsibility.



# How to Apply

## Please send us:

- Your CV
- A short covering statement (written, video or audio) telling us why you'd like to be Bransholme Chat Project Manager and what you'd bring to the role.

Send your application to [team@backtoours.co.uk](mailto:team@backtoours.co.uk) by Monday 20th October

If you'd like to have an informal chat about the role before applying, email the same address and we'll arrange a chat.

We want our recruitment to be open and accessible. If there's anything we can do to make the process easier for you, just let us know.

## Our Commitment to Equality & Inclusion

At Back to Ours we want everyone to feel welcome and included. We know that diverse teams make for better ideas, better conversations, and better projects. We actively encourage applications from people who are currently underrepresented in the arts, including people of colour, disabled people, LGBTQIA+ people, and people from working-class backgrounds.

If there's anything we can do to make the application or interview process more accessible for you, please let us know – we'll do everything we can to support you. back to you as soon as we can.





