JOB DESCRIPTION

Job Title: Projects Director (6 month maternity cover)

Company: Beyond Borders

Purpose of job: To manage and oversee all aspects of the company's activities – projects, events, communications and staffing as well as play a key role in the strategizing with the company directors.

Responsibilities

Project management & funding

- Manage the company's main dialogue and mediation projects including the relations with funders
- Work with project partners and oversee Beyond Borders staff and consultants to deliver defined project activities
- Plan and oversee all project events, both in the UK and overseas
- Maintain project budgets and project records ensuring all reporting deadlines are met
- Lead on identifying opportunities and writing project proposals
- Oversee editing process for all Beyond Borders publications

Event Planning & Management

- Plan and oversee the delivery of the Beyond Borders International Festival of Literature & Thought, and subsequent related events, which takes place in August each year.
- Work with Company Director to put together the programme, reach out to speakers and artists
- Work with Festival Site Manager and manage the full festival staff to ensure smooth delivery of the event
- Maintain an overview of the festival communications, including PR activities, and outreach to the Borders, Edinburgh and Glasgow
- Manage and develop relations with partners
- Maintain oversight of company/festival branding throughout

Company finance, communication & strategy

- Work with Company Directors on the strategic plan for Beyond Borders
- Identify project opportunities and develop relationships with both potential funders and partners
- Develop the company's profile, both nationally and internationally
- Oversee all company accounts, liaise with financial agents and ensure all company accounting is completed on time.
- Maintain oversight of the company branding and communications, including development of website, outreach, and all company materials.
- Act as Company Directors' representative at external events and meetings.

Staff management

- Manage the Projects Officer, ensuring oversight of workload and setting development goals
- Run the company's internship programme, including hiring and management of training.
- During the festival season – maintain oversight for full festival team, including division of labour, development, welfare and communications.