



JOB DESCRIPTION

WOW PROJECT MANAGER *for* WOW x BBC CHILDREN IN NEED

Reports to:	WOW Producer
Responsible for:	WOW Project Facilitators
Contract:	Freelance
Place of Work:	Working From Home with in person team meetings (TBC)
Dates:	Mid-February 2021 - October 2021
Salary:	Between £13k - £15k flat fee (dependent on experience)

ROLE AND PROJECT OVERVIEW

WOW - Women of the World is dedicated to building, convening and sustaining a movement of women, girls, men and boys who believe a gender equal world is both desirable and possible. Led by Jude Kelly CBE since 2011, over 65 WOW festivals have taken place in over 30 locations, reaching over two million people. WOW has been run by The WOW Foundation, an independent charitable organisation Founded by Jude Kelly, since 2018.

The WOW Foundation has recently been awarded funding from BBC Children In Need's [Million and Me](#) grant to run a 10 month project working with BBC Children In Need's portfolio organisations from across the country. Our aim is to reach and engage marginalised girls from hard to reach communities who WOW does not currently have existing relationships with. Through our partnership with BBC Children In Need we will support young girls to thrive as leaders by identifying, connecting and engaging 120 young girls (between 8-16 years old) from BBC Children In Need's portfolio organisations.

Each portfolio organisation will put forward one or two girls to take part in the project. The cohort of 120 girls will range from ages 8 - 16, and as a collective will be deliberately very diverse. It'll be a wholly intersectional group, including girls from a range of communities, sexualities, races, immigration status', first languages, gender identities, deaf and disabled girls and with a whole range of life experiences.

The programme encourages girls to explore activism and gender equality in a fun and accessible way. Through taking part in the project the girls will officially become WOWers and will remain ambassadors for WOW. This is The WOW Foundation's first large scale project working with young people from across the UK and will hopefully be the start of a long term partnership between BBC Children In Need and The WOW Foundation.

KEY ACTIVITY

- During 2021, the participants will form a brand new network with each other and WOW's Young Leaders from across the world through a series of **monthly online convening sessions** where the girls address the issues that matter most to them. The convening sessions are safe spaces where girls are encouraged to have open and honest discussions about the issues that are most urgent to them. Each Convening of Girls session will include guest short talks from girl speakers from the UK as well as global girl leaders, creative thinkers and experts from WOW's community - you will work closely with the WOW team to curate each convening.
- The girls will then use conversations from the convenings as a stimulus to **create individual artworks** that respond to the changes they want to see (these may be short films, a collage, a poem etc...)
- These artworks will be digitised to form the **world's first Lending Library that's created entirely by, with and for girls** - this will be a resource bank of materials created by, with and for girls that recognises the power of girls to inspire each other and learn from each other.

RESPONSIBILITIES

- Overseeing all aspects of the WOW x BBC Children In Need project between January - October 2021. The Lending Library is due to 'Open' in time for International Day of the Girl
- Shaping the trajectory of the girl's involvement in the project - from the girls' first engagement with WOW through to the convening sessions through to them realising / creating the artwork.
- Being the lead point of contact for Project Leads for each portfolio organisation
- Work with WOW's Producer on the project delivery schedule ensuring that key deadlines are met
- Lead Project Meetings with the WOW Team and BBC Children In Need Team
- Lead on the practical achievement of the project through careful time management and scheduling
- Work with WOW's Producer and Director of Festivals and Programmes to appoint 2 project facilitators as part of your role to provide support for the young participants.
- Work closely with the 2 project facilitators to work with the portfolio organisation's cohort of young people.
- Be the safeguarding lead for this project and report any safeguarding concerns directly to the Producer of The WOW Foundation
- Curate and deliver the Convening Sessions including members of WOW's Young Activist Directory online via Zoom Meetings, with support from the WOW team
- Working closely with WOW's Head of Marketing and Communications on the look and feel of the Lending Library, support uploads and take responsibility for collecting supporting copy required for each girl's online page - for example biographies
- Work closely with the WOW team to digitise the individual artworks for the Lending Library
- Oversee the budget for the project, alongside WOW's Producer
- Working closely with WOW's Project Assistant and TEA Films (WOW's film partner for this project) who will be editing and branding any short films that are made for the project.

- Work closely with WOW's Development Coordinator on the project's evaluation, by ensuring project objectives are met, monitored and reported on in line with BBC Children in Need's evaluation criteria.
- Work closely with an external Evaluation Consultant to develop participant evaluation surveys and feedback forms, and where relevant help to coordinate interviews and focus groups with selected participants.
- Hold responsibility for maintaining all project documentation and filing, and provide monitoring reports with project updates when required.
- We are keen to work with a group of d/Deaf and hard of hearing young girls, you will be responsible for booking BSL interpretation for their workshop sessions.
- Work closely with Development Coordinator to write the final project report for BBC Children In Need

PERSON SPECIFICATION

- Project management experience working with children, especially children from marginalised backgrounds
- Must have a current DBS certificate
- Excellent partnership building skills
- Advanced safeguarding and pastoral care experience working with children
- Proven track record of evaluation / reporting
- Confident running online masterclasses (on Zoom Meetings)
- Proven experience in a similar project management role working with children
- Highly organised approach to managing documentation, systems and spreadsheets
- Approachable
- Exceptional team player
- The ability to juggle a heavy workload in a fast paced working environment
- Confident financial skills and proven experience managing budgets
- Experience of 'making things happen' working to limited budgets and resources
- Imaginative and creative in their approach

We would love to hear from you if you are passionate about gender equality and working with young people, particularly marginalised young people. You may have an arts background or project management background, this may have come from paid or unpaid work, maybe in a youth work role or in a charity or local community organisation. We are committed to equality of opportunity and welcome applications from all sections of the community (including applicants from across the country).

To apply, please submit your CV and a cover letter (no more than two pages) to recruitment@thewowfoundation.com explaining why you would like to be the Project Manager for BBC Children In Need x WOW's project and how your skills and experience meet the job description.

If you have any questions about the role please contact recruitment@thewowfoundation.com

Applications close at 5pm on the 3rd February 2021. Interviews will take place online via Zoom.