

Programme & Impact Manager Job Description

Introduction

Movema is an award-winning charity based in Liverpool and Bristol. The charity brings about change through world dance via inclusive artistic and participatory work to celebrate diversity, tackle inequalities, support healing and unite communities in the North West and Southwest. Movema runs an annual programme of classes, performances and events, developing our work with community at the heart.

Role Overview

This position presents an exciting opportunity for an experienced and knowledgeable individual with a deep passion for world dance and uniting communities through the arts. As a key member of Movema, you will contribute to the ongoing development and delivery of our artistic programme with a particular focus on projects supporting underserved communities, including projects for women and their families, for people experiencing resettlement and migration, and low income backgrounds. You will ensure the impact of Movema's efforts is carefully measured and amplified.

Working across the North-west, and often in partnership with other organisations, you will take the lead on signature projects such as Stronger Together for women, World Fusion adult dance class, schools projects, community outreach and artist development. You will lead on the fundraising, coordination and evaluation of these projects in order to make them sustainable and to open new opportunities.

The role is responsible for ensuring the smooth delivery of a wide range of Movema events throughout the year, including Africa Oye Active Zone, Lunar New Year, Big Union, masterclasses, parades and both community and professional performances.

You will play a pivotal part in shaping Movema's impact framework, evaluation, and monitoring processes, supported by the Executive team and administration. This includes designing and implementing community consultations, steering groups, and developing new opportunities with our partners.

Collaboration will be key, as you work closely with our Liverpool team and partners as well as engaging with Movema's Bristol projects to achieve shared goals and deliver lasting change across the charity's work.



LIVERPOOL & BRISTOL

Movema
The Bluecoat
8 School Lane, Liverpool L1 3BX

07548365 869 | info@movema.co.uk
www.movema.co.uk

Company Number: 7031968
Charity Number: 1196951



Terms and Conditions

| | |
|---------------------------------------|--|
| Hours of working: | 21 hours (0.6 FTE). |
| Contract: | Permanent term |
| Annual Salary: | £26,546 - £29,268 (pro rata) |
| Annual Holiday: | 22 days annually (pro rata), plus Bank Holidays. |
| Line Managed by: | Director |
| People Management Responsibility for: | Freelance artists and volunteers. Also an Associate Artist, if recruited in the future. |
| Flexibility: | We have a comprehensive flexible working framework as well as flexitime and a time off in lieu (TOIL) system. Our core hours are 10am -3pm, Tues-Thurs. Due to the nature of the role, you must be able to work some evenings, weekends and possible bank holiday for events. |
| Notice Period: | During probationary period, 1 month by employee, 2 weeks by employer. Then 2 months both ways. |
| Probationary period: | 6 months |
| Place of Work: | Liverpool office, The Bluecoat |
| To apply; | Please complete the application form and return by midnight 23 Jan 26. |

Role Purpose

To develop and deliver Movema's artistic programme, understanding the impact and informing the future direction of our work.

Key Tasks

1. Develop and manage projects, delivering objectives and overseeing the coordination of practitioners and volunteers, managing budgets, logistics and monitoring & evaluation. Communicating with participants, clients, and artist to coordinate performances. Including larger/ longer term bookings relating to women and families.
2. Fundraise for projects and events through grant applications and earned income, including relationship management and reporting.



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3. Develop and implement Movema's evaluation plan, incorporating consultation and steering groups, monitoring progress, and clearly communicating the impact of our work.
4. Manage associate artists, freelance practitioners and volunteers, leading recruitment and induction, arranging (and delivering) training as necessary, and providing ongoing support and feedback ensuring the role objectives are met.
5. Manage events, including programming, budgeting, partnerships, evaluation, health & safety, marketing, volunteer recruitment & management.
6. Project and event marketing, create and share marketing materials relating to the projects you lead, including social media, feeding into the newsletter, website, Whatsapp channels, flyers, press releases, etc.
7. Manage Safeguarding concerns in relation to Liverpool projects, as one of the Designated Safeguarding Officers.
8. Ensure that all relevant information is recorded on a timely basis across workstreams including bookings, project work, administration and finance ensuring compliance with GDPR legislation and Movema's policies and procedures.
9. Be an Ambassador for Movema, becoming a recognisable face of Movema for participants and partners, championing the work we do. Attending Movema and partner events, through networking and speaking on public platforms.

We see this role has potential to develop, taking on more responsibility and producing tasks in the future.

Person Specification

Essential Criteria

1. Experience in coordinating and developing projects in community and corporate fields.
2. Excellent organisational and planning skills with relevant experience in project management.
3. Excellent time management and planning skills with the ability to manage multiple and diverse projects and workstreams and structure priorities appropriately.
4. Effective team member, with an ability to work independently bringing a solution focused and creative approach.
5. Experience in income generation through earned income and secured grant applications.
6. Experience managing grants.
7. Experience in and effective at maintaining excellent working relationships with partners, funders, client and service users.
8. Experience of people management, looking after staff & volunteers, ensuring role objectives are met and high quality of service is provided.
9. Excellent communication, interpersonal and presentation skills.



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10. Experience and confidence in Safeguarding & Health & Safety procedures such as risk assessments.
11. Experience of implementing monitoring and evaluation processes.
12. Good understanding of the needs and barriers that exist when developing diverse dance programmes with underserved communities.
13. A strong understanding of and commitment to equality, diversity and inclusion with an open and anti-oppressive approach.
14. A willingness and ability to travel within Merseyside regularly and at times Northwest and further afield.
15. Enhanced DBS or a willingness to complete this.

Desirable, but not essential

1. Financial management, good understanding of financial systems and software, such as creating financial reports.
2. Marketing strategy, experience building campaigns using social media and building audience reach for example.
3. Confident using different software and online platforms (Google drive, Dropbox, Monday.com, Bright HR).
4. Good knowledge of the arts and charitable sector.
5. Interest in world cultures, arts and social equality.
6. Interest in teaching world dance styles.

Equality, Diversity, and Inclusion

Movema celebrates diversity and we welcome applications from all backgrounds to develop a diverse team to serve and reflects the communities we engage. We particularly encourage applications from;

- Individuals who identify as being/from the: African, South Asian, East Asian and/or Southeast Asian diaspora; Global majority - this includes but is not exclusive to people of Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.
- And people who; are D/deaf and or disabled; are neuro-divergent; are from working-class backgrounds; are from the LGBTQIA+ community, and/or have Lived Experience of racism and/or other barriers that have impacted their ability to achieve their career potential.

For further information about Movema, please visit our website: <https://movema.co.uk/programme-and-impact-manager/>



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How to apply?

We invite candidates to apply with:

1. Completed Application Form (which can be downloaded from the website)
2. Cover Letter
3. Complete [Movema's Equal Opportunities](#) form (online)

Please email the Application form and Cover letter to: info@movema.co.uk

If you have any queries or questions, please contact us at info@movema.co.uk / 07548 365869.

Key Dates

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|---------------------------|---|
| Deadline for applications | 23 January 2026 |
| Invite to interview | 30 January 2026 |
| Interviews | 5 & 10 February 2026 |
| Interview Location | Movema Liverpool Office at the Bluecoat |
| Post commencing | March 2026 |

All candidates selected for interview will be asked if they require any reasonable adjustments for their interview.



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