



Wimborne Minster Town Council

Recruitment of Town of Culture 2026 Project Manager

Introduction

Wimborne Minster Town Council and its partners are looking for a creative leader and enabler to coordinate and project manage our Town of Culture programme in 2026.

The contract is anticipated to commence no later than May 2025 until March 2027.

The project is currently funded by Wimborne Minster Town Council and Dorset Council.

About Dorset Town of Culture

The Town of Culture initiative was established by the Arts Development Company and aims to celebrate and shape the identity of a place through creative and cultural projects and events (see appendix 1 for more information).

Following a very competitive process Wimborne was awarded the honour of delivering this project in March 2025.

Our theme

Wimborne's theme for Town of Culture 2026 is 'Bridging the Past and Future.'

Our aim is to build a programme of events throughout the year that will reach beyond the town centre into residential areas including our new housing areas and strengthen our community by improving access to culture for everyone. By combining heritage and traditions with innovative technologies, our programme will appeal to residents and visitors of all ages and deliver a mix of traditional and interactive experiences including digital experiences, public art installations, and cultural festivals. See appendix 2 for more information.

Town of Culture Steering Group

The Steering Group's role is to plan, coordinate and deliver the project in the parish of Wimborne Minster within an agreed budget, in collaboration with local, regional and national individuals, groups and organisations with relevant cultural skills and experience, and secure additional funding to deliver the project.

The Steering Group's membership is made up of about 30 diverse partners that include individuals representing local organisations, Town Councillors and staff, all with relevant skills or experience of delivering cultural activities and events.

Group members have been assigned ambassador roles for specific strands of cultural activities (see appendix 3 for more information to ensure inclusive decision-making and continuous community engagement).

The lead organisation for this project is Wimborne Minster Town Council.

The Steering Group meets on a monthly basis and reports to the Town Council providing updates, progress and decisions to ensure transparency and accountability.

Candidate information and key tasks

We are looking for a candidate who:

- has the ability to provide strong, ambitious and imaginative project management leadership skills that support the Steering Group deliver Wimborne Minster's Town of Culture 2026
- has demonstrable experience of working in a diverse cultural/community development project or programme role and leading the development and delivery of a large scale cultural and creative programme
- is passionate about involving our stakeholders, partners and diverse communities in the creation and curation of a distinctive cultural programme of activities and events throughout 2026 by championing collaboration through community engagement and empowerment
- has ability to influence and instigate change, leaving a lasting cultural legacy for future generations,
- has a firm belief in the value of arts and culture in people's lives will make you a powerful advocate, striving to make a difference
- has strong interpersonal, communication and presentation skills, and is capable of taking responsibility for managing relationships with key partners and stakeholders and delivering information to diverse audiences
- has the ability to work as part of a small team whilst also being able to work independently, using own initiative and developing ideas to bring to the Steering Group
- has the ability to prioritise work and meet tight deadlines.

The appointed individual will be assessed against the following key deliverables:

- work with and for the Steering Group to manage and drive the delivery of Wimborne Minster's Town of Culture 2026 project, acting as lead to ensure the project achieves its aims and objectives
- oversee the development of a programme of events / activities agreed with the Steering Group that provides meaningful and inclusive cultural opportunities for artists and communities
- create trust and build positive relationships and connections by working as a bridge between staff, producers, artists, community, funders and any other stakeholders / partners to ensure smooth and effective commissioning
- engage wider audiences with a particular focus on ensuring high quality experiences for all
- deliver draft partnership agreements or contracts for individuals and organisations whose activities are to be included in the programme
- manage contract agreements in collaboration with the Town Council
- prepare and manage financial budgets and resources in collaboration with the Town Council, ensuring efficiency and value for money
- lead on fundraising by preparing and submit funding applications to support in year programme costs - whilst the Town Council and Dorset Council have provided this project with funding (£30,000 each), there is an expectation that the successful role holder will attract significant additional funding from both local and national sources
- ensure that all programme activity/events comply with policies and procedures and current legislation including (but not restricted to) Equality, Health and Safety, Safeguarding, GDPR/Data Protection and insurances
- represent the project at relevant meetings, events and opportunities, to contribute to public profile and advocate for the Steering Group's work

- evaluate the success of the programme against objectives
- work with Town Council staff to communicate and market the project to ensure effective communication of all events / activities
- provide support through the delivery of the programme to upskill staff and volunteers through mentoring and coaching opportunities
- any other duties as reasonably required in the delivery of the programme

Contract information:

Commencement date: May / June 2025

Duration: 22 months

Completion date: February / March 2027

Responsible to: Town of Culture Steering Group Employer: Wimborne Minster Town Council

Responsible for: freelance artists/creatives, subcontractors and volunteers.

Work location: Allendale House, Hanham Road, Wimborne Minster BH21 1AS. Working from home will also be available outside of times required at location

Hours: 30 per week (annualised).

Salary: £35,000 - £40,000 (pro rata), including travel and subsistence expenses, and depending on experience.

Notice period: six weeks on either side following successful completion of six weeks probation period.

Holiday: 25 days paid plus bank / public holidays.

Eligibility: applicants must have the right to work in the UK.

All appointments are subject to a Disclosure and Barring Service check (DBS).

Selection process

To apply for the Project Manager position please download and complete the application form available at the Town Council's website <https://www.wimborne.gov.uk/>

Please give particular attention to the 'Reason for Applying' section to tell us why you're interested in this opportunity and to demonstrate that you clearly meet the requirements of the role and possess the experience, knowledge and attributes we're looking for.

Closing date for applications : 12 noon on 14 April.

Interviews: week commencing 21 April

Completed application forms should be returned by email to louise.harrison@wimbporne.gov.uk (CVs accompanying completed will not be accepted).

For an informal chat about the role please contact Louise Harrison at louise.harrison@wimborne.gov.uk.

If you require this application in an alternative format, please let us know.

Wimborne Minster Town Council is committed to equality of opportunity and actively welcomes applications from all sections of the community.



Arts Development
Company Dorset To

Appendix 1 –



Dorset Town of
Culture 2026 applica

Appendix 2 –



Town of Culture
Steering Group Terr

Appendix 3 –

Appendix 4 – person specification

Experience	Essential	Desirable
	Creating, developing and sustaining cultural initiatives and programmes that push boundaries	Previous experience of working on cultural programmes
	Track record of engaging communities as decision-makers and leaders in creative projects	Experience of working across multiple cultural forms
	Recruiting talented individuals / creatives	Managing volunteers
	Engaging and recruiting talented creatives	Established cultural networks in Dorset
	Experience of working in diverse communities and low engagement areas	
	Managing large scale projects with significant budgets	
	Track record of fundraising and income generation	
	Experience of monitoring and evaluation processes including effective data collection, analysis and reporting	
Knowledge	Essential	Desirable
	Understanding of and commitment to a broad range of art forms	Established professional cultural and creative networks in Dorset
	Detailed understanding of programming/producing/curating/ commissioning professional arts projects	Understanding of programming and producing cultural events and activities from

	Understanding of the development of marketing and audience development strategies	small (groups of 20) to large (over 1000) including outdoor events
	Understanding of culture-led and place-based regeneration	
	Understanding of aims and objectives of Dorset Council and Arts Development Company's cultural strategy's	
	Knowledge of UK and international arts landscape in terms of professional networks, artists and organisations	
Skills	Essential	Desirable
	Excellent communication, negotiation and advocacy	
	IT, social media and website content creation	
	Strong financial management and ability to set and analyse budgets / resources	
	Interpret and manage strategic planning and ability to translate national aims/aspirations into a deliverable local programme	
	Ability to broker and develop effective stakeholder relationships and complex partnerships	
	Curious, creative and innovative thinker, including effective problem-solving skills	
	Full UK driving licence	
Personal qualities	Essential	Desirable
	Enabler and facilitator	
	Able to work under pressure, multi-task and to set and meet strict deadlines	
	Enthusiasm, commitment and determination	
	Charismatic personality, able to engage with and inspire a wide range of different people / groups	
	Open-minded and adventurous	
	Commitment to inclusion, diversity and equality	
	Risk aware but not risk averse	
	Entrepreneurial	

