



Job Description

Job Title: Listening Spaces Project Manager

Location: Bristol, UK

Type of Contract: 1 year fixed term, with potential to extend

Hours: 1.5 days per week (11.25 hours per week)

Job Summary:

The Listening Spaces Project Manager will have responsibility for researching and developing this new initiative, as well as the day to day running and management of all aspects of the project. You will work closely alongside our Peace Feast Project Manager and School Linking Project Manager, and will report to the Managing Director.

Key Responsibilities:

The Listening Spaces Project Manager will help with tasks to include, but not limited to, the following:

- Researching potential models for facilitating dialogue in Bristol
- Building relationship with partner organisations, contributors and participants
- Creating a schedule of activities and events during the trial period of the pilot project
- Monitoring outcomes and evaluating effectiveness of the different models
- Managing communications and publicity
- Reporting to funders
- Participating in team meetings, strategy and events at Bridges for Communities.
- Strategise and plan for continuation of the project beyond the pilot phase.

Further information about the pilot project and rough timetable is included in the Appendix.

Key Performance Measures:

- Short report at the end of the research phase, identifying which models you have selected for trial and why
- Commitment from 5 key partner organisations or community groups who are willing to be part of the trial phase of the pilot project.
- Trial of at least 3 different models for facilitating dialogue between January and June 2024
- 2 updates on the Bridges blog per year as well as short report in the Bridges Impact Report.

- Full program of activities and events from Aug 2024– July 2025 involving at least 2 events per month, and a final report on the outcomes achieved as well as key recommendations for continuation of the project.

Other Expectations

- Weekly Bridges for Communities team meetings
- Meet every 2–3 weeks with your line manager

Essential Skills & Experience:

- Excellent communication skills and ability to work with a wide range of partners
- Excellent initiative and ability to plan ahead
- Experience with event management
- Experience facilitating dialogue between people of different viewpoints
- Good organisation skills for managing the details of a varied programme of activities
- Must be in agreement with the values of Bridges for Communities, as listed on [our website](#).

Desirable Skills & Experience:

- Experience of project management
- Experience, or able to demonstrate aptitude in, project monitoring and evaluation replication / growth
- Ability to manage and monitor social media accounts and to use Canva

Appendix: Pilot Project Outline

Sept – Dec 2023	Further research into models, establishing partnerships, setting up trial phase
Jan–June 2024	Trial of selected models
July 2024	Evaluation and decision making for year 2
Aug 2024–July 2025	Full year of programmes using selected models
Aug 2025	Pilot project concludes, transition into ongoing work