

HERITAGE PROJECT MANAGER (UK ASIAN FILM FESTIVAL HERITAGE PROJECT)

Employer: Tongues on Fire CIO

Project: Preserving and Celebrating the Heritage of the UK Asian Film Festival

Contract: Freelance Fixed-Term (Up to 3 years)

Fee: Up to 120 consultancy days per year at £175 per day (inclusive of expenses unless agreed otherwise)

Location: Hybrid (UK-based with travel to project sites, partners and events)

Reports to: Project Steering Group and Board of Trustees via the Project Director

ABOUT THE PROJECT

The UK Asian Film Festival is Europe's longest-running South Asian film festival, produced by Tongues on Fire CIO. As the festival approaches its 30th anniversary in 2028, we are delivering a major National Lottery Heritage Fund-supported project to preserve and celebrate its cultural legacy. This ambitious heritage programme will capture oral histories, develop archives, create exhibitions, produce documentary content, and engage diverse communities across the UK. The project will ensure that UKAFF's contribution to British cultural history is documented, preserved and made accessible for future generations.

THE ROLE

We are seeking an experienced and dynamic Project Manager to lead the delivery of this flagship heritage programme. This is a **strategic delivery role**, responsible for turning vision into action. You will oversee day-to-day project implementation, manage budgets and delivery partners, coordinate stakeholders, and ensure compliance with National Lottery Heritage Fund and/or other funding requirements. The role is responsible for end-to-end delivery of the project, including planning, implementation, stakeholder coordination, budget control, contractor management, risk oversight and reporting. You will be the operational engine of the project, ensuring activities run on time, within budget, and to a high standard, while also helping shape its long-term legacy and impact. The role will cover projects such as Unspoken, the UK Asian Film Festival, and Filmwallahs as an integrated deliverable within the heritage program.

WHAT YOU WILL LEAD

You will take ownership of a wide-ranging and high-profile heritage programme, including:

- Oral history collection and archival development
- Documentary filmmaking and digital heritage outputs
- Exhibitions, screenings, talks and public events
- Community engagement and participation programmes
- Volunteer recruitment, training and coordination
- Partnerships with archives, universities, cultural organisations and filmmakers

This is a hands-on leadership role requiring both strategic oversight and practical delivery. This job description is not exhaustive. The postholder may be required to undertake additional duties consistent with the level, scope and purpose of the role. The role may evolve in response to funding conditions, operational needs, partnership opportunities and organisational priorities.

KEY RESPONSIBILITIES

Project Leadership & Delivery

- Lead day-to-day delivery of the Heritage Project

- Develop and manage delivery plans, milestones and timelines
- Ensure all outputs and outcomes are delivered on time and within scope
- Coordinate multiple workstreams and delivery partners
- Provide clear progress reporting to the Project Director and Steering Group

Stakeholder & Partnership Management

- Build and maintain strong relationships with cultural, academic and community partners
- Act as the main operational point of contact for stakeholders
- Support collaborative delivery across partner organisations
- Represent the project at meetings, events and sector forums

Heritage Delivery & Engagement

- Oversee oral history, archival and research activity
- Support development of exhibitions, screenings and digital outputs
- Ensure inclusive and accessible public engagement
- Contribute to audience development and participation strategies

Volunteer Leadership

- Recruit, train and support volunteers across project activities
- Ensure positive, structured and safe volunteer experiences
- Develop volunteer skills and engagement pathways

Finance, Contractors & Resources

- Monitor project budgets and expenditure
- Support procurement and commissioning of freelancers and suppliers
- Manage contractor delivery and performance
- Ensure value for money and financial accountability

Governance, Compliance & Risk

- Ensure compliance with National Lottery Heritage Fund and other funding requirements
- Maintain audit-ready documentation and reporting systems
- Support Steering Group governance and decision-making
- Maintain and manage project risk registers

Financial Management

- Monitor expenditure against approved budgets.
- Maintain financial tracking and forecasting information.
- Support procurement and commissioning processes.

- Manage contractor and supplier performance.
- Ensure value for money and budget compliance.
- Report variances and risks promptly.

Monitoring, Evaluation & Learning

- Implement project evaluation framework
- Collect and analyse delivery and impact data
- Produce reports for funders and Trustees
- Capture learning to strengthen future organisational development

WHAT WE ARE LOOKING FOR

Essential Experience

- Experience delivering heritage, cultural, arts, film or community projects
- Experience managing multiple stakeholders and delivery partners
- Proven ability to manage budgets and track expenditure
- Experience coordinating volunteers or community participation
- Strong organisational, planning and delivery skills
- Experience producing reports for funders or senior stakeholders
- Excellent communication and relationship-building skills
- Understanding of safeguarding, GDPR and risk management

Desirable Experience

- Experience with National Lottery Heritage Fund projects
- Knowledge of oral history, archives or heritage documentation
- Experience in film, media or digital storytelling projects
- Experience working in the charity, arts or cultural sector
- Familiarity with South Asian arts, culture or heritage
- Experience supporting fundraising or grant applications
- Experience working with diverse or underrepresented communities

WHAT MAKES THIS ROLE EXCITING

- A rare opportunity to help shape the legacy of a major UK cultural festival
- A high-profile National Lottery Heritage Fund project with real impact
- A chance to work across film, archives, storytelling and community heritage
- Significant autonomy and delegated authority within a supported governance structure
- Direct contribution to preserving South Asian cultural history in the UK

AUTHORITY & WORKING STRUCTURE

You will have delegated authority to manage contractors, freelancers, volunteers and project activities within agreed budgets and policies. You will work closely with the Project Director and report to a Project Steering Group, ensuring strong governance and clear oversight while maintaining operational independence.

EQUALITY, DIVERSITY & INCLUSION

Tongues on Fire CIO is committed to equality, diversity and inclusion and strongly encourages applications from individuals currently underrepresented in the heritage, arts and cultural sectors. All appointments will be made on merit and in line with organisational values.

HOW TO APPLY

- Application deadline : 17/07/2026, 17:00
- Provide your CV + cover letter (400 words)
- Email / portal link : Rudrani@tonguesonfire.com
- Interview date window: 20/07/2026-24/07/2027