



## MSFG Covent Garden ParkWatch Project: Freelance Project Manager job description

Make Space for Girls is a charity which campaigns for better parks and public spaces for teenage girls and young women.

We have a very simple vision: a world where all parks and public spaces are designed to make teenage girls feel valued and included and where everyone feels welcome. To ensure that they have access to spaces that meet their needs and are inclusive, we work directly with young women, campaigning and advocating for them to be involved in the process of designing places they will use and enjoy. We work with local communities, design professionals and policy makers to raise awareness and drive change.

Make Space for Girls is seeking a consultant to work as a flexible part-time project manager to deliver a youth engagement and public space survey project in Covent Garden, London, taking place between spring 2026 and summer/autumn 2027.

The project focuses on the use of outdoor public space in Covent Garden by the young women who live, study or work there. The project aims to engage with local community groups, youth groups, schools, the local authority, housing associations and others. It will include a series of workshops, organised and co-led by the Project Manager together with Make Space for Girls associates, to engage local young women and empower them to consider how Covent Garden's public spaces could be more inclusive and welcoming for young women. Workshops will also equip participants to carry out a public space audit, surveying who is using the outdoor spaces in Covent Garden and who is not. From the data we collect we want to help young women understand what they have found out and what they want to do about it, and report on impact.

The Project Manager will lead development and delivery of the project, reporting to and supported by the Make Space for Girls Board of Trustees. At intervals, the project may also have the benefit of university student volunteers. The Project Manager will also report to and provide support to an Advisory Panel made up of local stakeholders and chaired by Make Space for Girls.

Time commitment and remuneration: flexible use of 35-40 days of phased project work over an 18-month period, at a day rate equivalent to £300 per day.

### Role specification

The Project Manager will:

- Develop a detailed project plan and engagement plan in collaboration with Make Space for Girls, within an agreed budget and timeline;
- Recruit young women to take part in the project, including on-boarding and ensuring safeguarding procedures are followed;



- Design, co-lead, and record the outputs from a series of five to six engagement workshops with young women;
- Organise and manage the public space audit, to be carried out by the workshop participants, including managing the use and testing of data gathering tools;
- Collate the results of the public space audit;
- Oversee the final report writing and report production;
- Coordinate with the charity's social media manager to enable appropriate use of its social media to support the project;
- Liaise with the Make Space for Girls Board and the project funders over the course of the project;
- Provide administrative and meeting support to the project's Advisory Panel, which is expected to meet up to four times during the course of the project; and
- Be responsible for ensuring that all activities are carried out in accordance with:
  - The objectives, values and mission of the charity;
  - Appropriate safeguarding procedures for children and young people;
  - Health and safety requirements; and
  - GDPR and data protection requirements.

#### Person specification

- Proven experience in project management, including confidence in managing diverse stakeholders, proactive management towards deadlines, and working within a budget.
- Experience in engagement work and facilitation, particularly with young people, and creating an environment for young women to have open conversations.
- The ability to manage and guide a team of volunteers, particularly young people, as well as the recruitment and engagement of local workshop participants.
- Confidence in working independently and on your own initiative to ensure project delivery.
- Experience in qualitative and quantitative data gathering and analysis, including knowledge of social research methods.
- Strong people skills and listening skills.
- Enthusiasm for the charity's vision and mission, and a commitment to its values, including an interest in and a commitment to gender equity and to the best interests of young people.



- Desirable: an understanding of or interest in public space and the impact on public health.

We particularly welcome applications from all faith groups, Black and global majority candidates and people living with disability. If you have access requirements or reasonable adjustments to be made to support your application, please let us know.