

Leeds City of Maths Project Manager

Location: Leeds / Hybrid · Contract: 2 years, part-time (0.6-0.8 FTE)

Salary: Pro-rata of £58,000–£65,000 dependent on experience. Consultancy rates will be considered.

Holidays: Pro-rata of 30 days + bank holidays

Start Date: 1st Sept 2025

Application closing Date: 4th July

Interview Date: Likely to be weeks commencing 14th July and 5th August via Zoom

About the City of Maths

The City of Maths is a bold, multi-year initiative designed to reimagine how people connect with maths. Through a mix of public events, educational outreach, and collaborative partnerships, we aim to inspire communities, change attitudes, and open up opportunities around mathematics.

Led by MathsWorldUK and building on the success of MathsCity in Leeds, this ambitious programme is a collaborative venture shaped through expert input and stakeholder engagement. Delivery partners include:

- Leeds Rhinos
- University of Leeds
- Leeds City Council
- LeedsBID

Together, we're building a city that celebrates maths as creative, accessible, and culturally vital.

About the Role

We are looking for an experienced and driven Project Manager to lead the delivery of the City of Maths programme. This role is perfect for someone with a flair for public engagement, a knack for operational planning, and a passion for making maths feel relevant and exciting to all.

As City of Maths Project Manager, you'll oversee all aspects of the programme — from managing a small team and coordinating delivery partners, to growing public participation and ensuring a smooth visitor experience. You'll play a hands-on role in planning, budgeting, delivery, and evaluation.

This is an opportunity to shape a high-impact cultural programme, working with a passionate team and committed partners to leave a lasting legacy in Leeds and beyond.

Key Responsibilities

Leadership & Team Development

- Lead, support and motivate the City of Maths delivery team
- Recruit, train, and manage a volunteer cohort
- Foster an inclusive, collaborative and visitor-centered team culture

Programme Delivery & Operations

- Plan and manage delivery of events and interventions across the programme
- Oversee timelines, logistics and resources to ensure effective execution
- Manage project budgets and financial reporting
- Ensure compliance with safeguarding, risk management, and health & safety policies
- Act as Health & Safety Coordinator for designated events

Stakeholder Engagement

- Maintain strong working relationships with partners, funders, and collaborators
- Liaise with internal teams and external providers to ensure smooth operations
- Secure licences, permissions and access for events as needed

Audience Engagement & Growth

- Work with the marketing team to boost participation and visibility
- Identify outreach and engagement opportunities to attract diverse audiences
- Develop strategies to grow visitor numbers and strengthen programme impact

Evaluation & Reporting

- Lead monitoring and data collection for reporting to funders working with external consultants.
- Use insights to improve delivery and embed learning into future planning

Person Specification

Essential

- Graduate plus GCSE grade C and above in English Language and maths
- Minimum 5 years' experience in a senior Project Manager role with a proven track record of delivery (events, education, culture or public engagement)
- Proven ability to manage complex, multi-partner programmes on time and budget
- Strong leadership skills, including team and volunteer management
- Excellent communication and relationship-building skills across a wide range of complex stakeholders
- Knowledge of Health & Safety in public-facing roles or events
- Passion for community engagement and promoting positive attitudes to maths
- Strong organisation, prioritisation and time management skills
- Proficient in Microsoft Office; comfortable learning new tools

- Willingness to work occasional evenings and weekends

Desirable

- Post-16 maths qualification
- Proficient in a recognised project management methodology for example Prince 2
- Experience in science/maths communication, education or cultural engagement

What We Offer

- A unique chance to shape a groundbreaking cultural initiative
- Flexible, hybrid working arrangements based in central Leeds
- A supportive, mission-driven team culture
- Competitive salary and holiday package (30 days pro rata + bank holidays)

How to Apply

To apply, please email your CV and a cover letter (max 2 pages) explaining your suitability for the role to:

katie.chicot@open.ac.uk

- Deadline for applications: 4th July
- Interviews: Likely to be weeks commencing 14th July and 5th August via Zoom

If you have any questions or would like to discuss the role informally, please get in touch – we'd love to hear from you.