



UP PROJECTS RECRUITMENT PACK

Head of Partnerships and
Communications

Permanent Part time:
Three days per week

Contents

5	Welcome from our Director
6	About UP Projects
8	Our work
10	Our team
16	About the role
18	Essential Qualifications, Skills and Experience
21	What we can offer
23	Our commitment to equity, diversity and inclusion
25	Environmental responsibility
26	How to apply



Making Space by Jessie Brennan, 2019.
Image courtesy Thierry Bal

Hello,

Thank you so much for your interest in UP Projects. We are excited to be offering a new opportunity to join our team as Head of Partnerships and Communications - a Senior leadership role, working in collaboration with UP Projects' Founder, Board of Trustees and staff to achieve a world class creative programme, resilient business model, increased organisation profile and thriving team

Our friendly team is extremely welcoming and supportive, and we work closely together to ensure the organisation continues to think creatively and produce the highest quality work across our varied portfolio of projects and programmes.

UP Projects was founded in 2002 by Emma Underhill, with a mission to support artists to make new work that has social relevance, engages communities, encourages learning and enriches the public sphere. For the past 20 years we have been pushing the boundaries of what public art can be and how it can engage communities across the UK and beyond, establishing ourselves as the leading public art organisation specialising in social practice.

At UP Projects, we initiate our own projects as well as work with partners on a consultancy basis to create extraordinary, ambitious and risk-taking work that communities can shape, actively participate in and relate to. We champion a bold yet sensitive approach that values time and takes care to bring about social change.

We are looking for an exceptional candidate to lead the organisation's partnerships, consultancy development and communications strategy.

We look forward to hearing from you soon.

Emma Underhill
Founder & Chief Executive Officer

About UP Projects

UP Projects is the UK's leading public art organisation specialising in socially engaged public art commissioning. We bring world class artists out of the gallery and into public spaces to create new work with communities across the UK and beyond. Our work is always responsive to context often activating unexpected corners of the public realm.

Flagship projects include *Bodies of Water* with Anne Duk Hee Jordan (2025); *Newham Trackside Wall* by Dame Sonia Boyce OBE RA (2021); *The National Windrush Monument* by Basil Watson (2022); *Gut Feelings Meri Jaan* by Jasleen Kaur (2020); *Globe Head Ballerina* by Yinka Shonibare (2012), *The Floating Cinema* with various artists (2011-2017) and *Laid to Rest* by Serena Korda (2011).

Learning sharing sits at the heart of what we do, and we are dedicated to supporting the next generation of socially engaged practitioners through our free learning and development programme, Constellations that gives artists, curators and producers the chance to explore best practice models from leading names within the world of social practice.

UP Projects is a charity and National Portfolio organisation of the Arts Council England, with a mission to support artists to make new work that has social relevance, engages communities, encourages learning and enriches the public sphere.

Our Underlying Belief

Art and artists have the power to effect social change when the process is considered just as important as the final outcome.

OUR VALUES

Our work is underpinned by five core values.

RELEVANCE

Our programme is responsive to contemporary life and relevant to diverse communities and audiences

OPENNESS

Our work is accessible: conceptually, intellectually, physically, geographically, economically, considering diversity, disability and barriers to access.

LEARNING TO LEARN

We believe in a collaborative approach to learning for all.

INNOVATION

We challenge convention, support risk taking, and test new ideas in the physical and digital realms.

ARTISTIC EXCELLENCE

Representing the height of ambition, talent, and skill.

Our Work

You can visit examples of our work here:

The National Windrush Monument by Basil Watson

London Waterloo Station, SE1 8SW on the upper concourse, adjacent to the Victory Arch, Exit 5 of the station (see page 15).

Newham Trainside Wall by Sonia Boyce

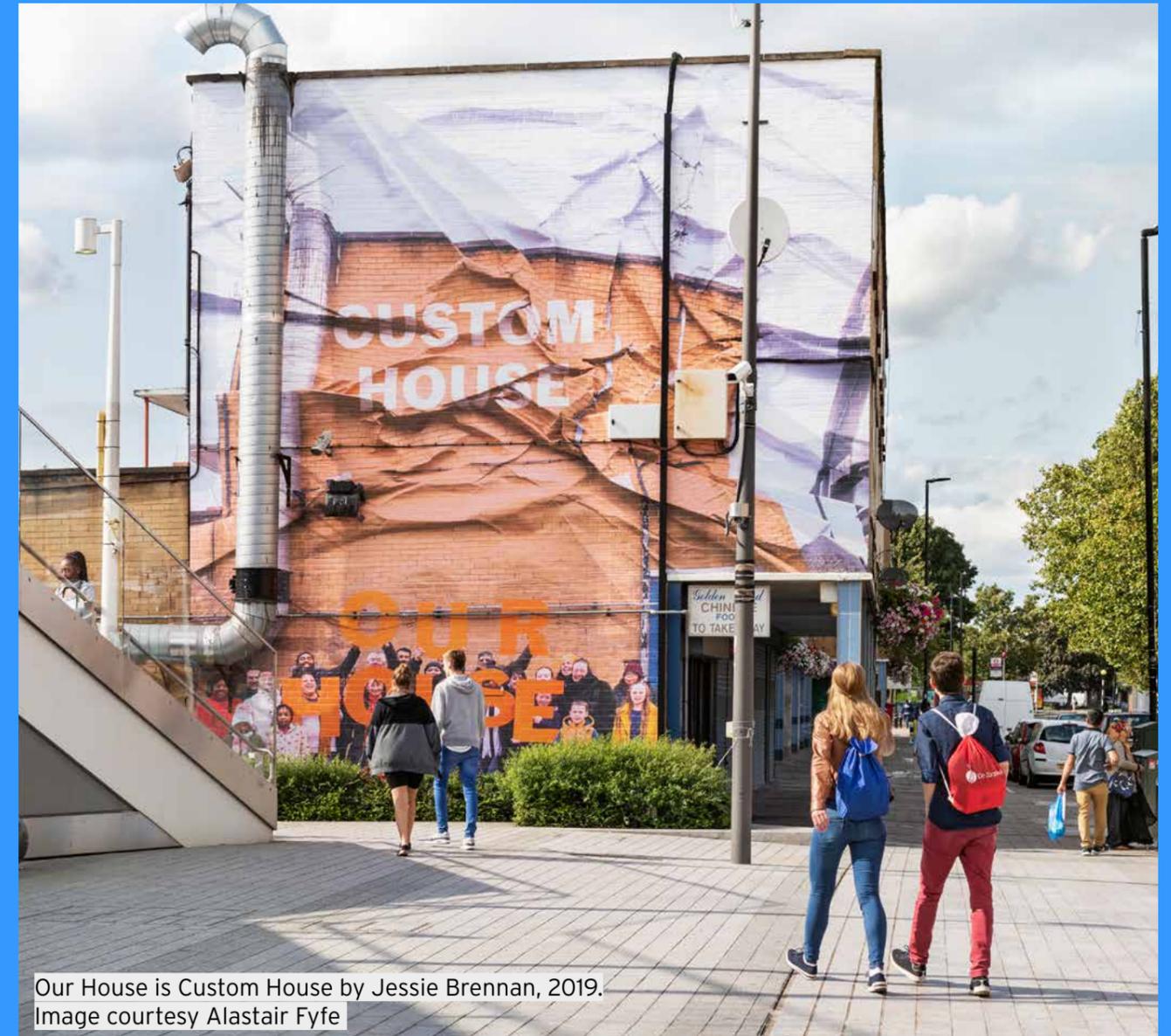
Newham Trainside Wall runs along Victoria Dock Road in Custom House, and Connaught Road and Albert Road in Silvertown and North Woolwich. We recommend starting at the North Woolwich section which you can access from the nearest station, King George V DLR via the DLR from Stratford or via the Jubilee Line from Canning Town. Walking along the two sections of the artwork takes approximately 1h.

Making Space by Jessie Brennan

Go the Distance. Site 1. Victoria Dock Rd Tunnel, E16 1HL.

The People's Plan. Site 2. The Pump Room, Outside Pontoon Dock DLR, North Woolwich Rd, E16 2YJ.

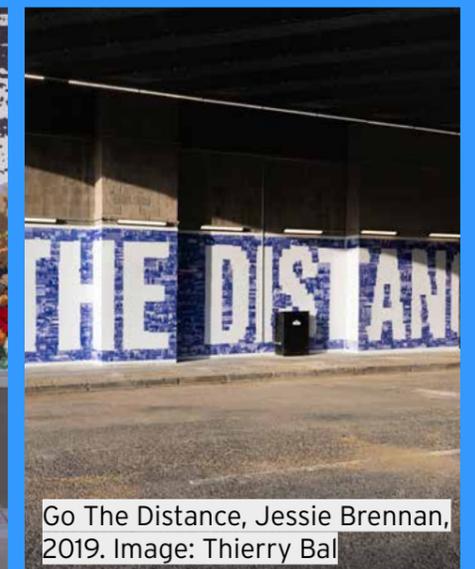
Custom House Is Our House. Site 3. Freemasons Road, E16 3AR.



Our House is Custom House by Jessie Brennan, 2019. Image courtesy Alastair Fyfe



Newham Trainside Wall by Sonia Boyce, 2021. Image courtesy Benedict Johnson



Go The Distance, Jessie Brennan, 2019. Image: Thierry Bal

Our Team

We have a small yet dynamic team who work collaboratively to contribute to delivering our highly ambitious programme of public art commissions, public events, learning and development programmes and educational activity. You can find out more about our team in their own words below:



When I curated and produced Shine in St Pancras Chambers (now the Renaissance Hotel in St Pancras Station) back in 2002, the very first of UP Projects' ventures, I could never have imagined the wonderful organisation it has become in 2026. What motivates me the most, and keeps things interesting even after almost 25 years, is the fact that no project is ever the same and our work is always challenging (in a good way) but also makes a positive impact on the people and communities that we work with. I have always been inspired to take art out of the gallery context and into the public domain and am very proud of all that we have achieved. But it would be impossible to achieve so many remarkable projects without the incredible team that is behind UP Projects. One of the best parts of my job is seeing people grow and flourish during their time here, contributing creativity and ideas to help our projects take shape, and developing in confidence and skills as they progress their careers in the creative sector.

Emma Underhill (she/her) | Founder & Chief Executive Officer

I joined UP Projects this year as Programme and Partnership Manager for Enfield of Dreams, a two-year Arts Council-funded programme centred on co-creation with young people as part of a cultural and placemaking strategy for the London Borough of Enfield. I lead its development and delivery, building partnerships and embedding collaborative processes that foreground youth voice in shaping public space. My work brings together interests in public realm commissioning and socially engaged practice. Previously, I developed participatory projects with hospital staff and patients, exploring how creative practice fosters wellbeing, dialogue and collective agency. At UP Projects, I have expanded this approach borough-wide, creating projects that connect communities and shape public space. I first connected with UP through the Constellations programme and the 2023 conference, which informed my Churchill Fellowship research into how public art contributes to civic engagement and social wellbeing.



Marie-France Kittler (she/her) | Programme and Partnership Manager (Enfield of Dreams)



I joined UP Projects as Curator at the beginning of 2025, building on a long-standing interest in supporting artists to realise commissions and social practice in the public realm. I have been curious about UP Projects since my MA in Curating Contemporary Art at the RCA, and my first collaboration with UP Projects was as a freelancer, writing case studies for the Co-Creating Public Space Conference Reader in 2023. When the opportunity to join the team arose, it felt like the ideal place to further develop my curatorial practice and contribute to shaping UP Projects' future projects. In my role, I lead on curating and producing commissions and headline projects, as well as developing artist research and curatorial frameworks for Constellations Assemblies and future programmes with the team. My curatorial approach is informed by research into South Asian and diaspora artists, and by an ongoing interest in the intersections of art, ecology, and place-based practice.

Mala Yamey (she/her) | Curator



I lead the delivery of our learning, engagement and participatory programmes, including artist-development initiatives and artist-led activities for young people. I design and deliver bespoke learning resources and workshops for schools and engage communities in our public-space projects. As the organisation's Equity, Diversity & Inclusion Lead, I develop strategic and creative approaches to embedding inclusive and accessible practices throughout our work – from production to digital resources. With a background in design and a focus on education, I oversee our Resource Library and the creation of accessible artwork guides and online event resources. My ongoing research examines how the wider creative sector can implement inclusive and accessible approaches in meaningful, practical ways. I originally began my journey at UP Projects as an intern after completing my master at Central Saint Martins (MA Material Futures), and have been able to grow into a role where my design, education and inclusion knowledge and skills can converge.

Jack Newbury (he/him) | Producer (Learning & Participation)

I work on the production and delivery of our public art commissions, with a particular focus on partnership-led projects that bring artists, communities, and organisations together to shape the public realm. I also lead on the maintenance of our permanent commissions and serve as Environmental Reporting Lead, embedding sustainability into our practice across all projects and programmes. Before joining UP Projects, I studied Architecture and completed a year-long creative freelance programme at the London Transport Museum. These experiences nurtured my skills in visual storytelling, placemaking, and socially engaged practice, which continue to inform my approach as a Producer today. Alongside my role, I maintain an independent creative practice working across art, design, and public space; often collaborating with people, organisations and communities as an artist and facilitator, using storytelling as a tool to connect people and amplify underrepresented voices, with the aim of making art and the built environment more inclusive with the stories of those who inhabit it.



Leila Baetiong (she/her) | Producer



I lead on the day-to-day communications at UP Projects as well as developing communications strategies for our projects. I also support with the behind-the-scenes processes of securing projects - raising our profile as an organisation, writing bids, and supporting with research. I've previously been a freelance event photographer, so I also record our events and community engagement processes. This means I'm often supporting at the workshops and events we run with communities. It's brilliant watching projects unfold through artist-led community engagement processes & seeing how conversations become works of art. We're a very collaborative team, so I get involved across our projects & get to see all of the amazing work being done in different communities - its a broad range & there's lots of innovation & learning happening constantly.

Zoë Scholes (she/her) | Communications and Development Coordinator

UP Projects' work is also supported by a **Board of Trustees** (who you can read more about below) and **Critical Friends** who you can find on our website.



Thahmina Begum (she/her)
Community Development Worker (Health for ALL, Leeds), Mixed Media Artist and Art Psychotherapist (HCPC, BAAT)



Kaia Charles (she/her)
Senior Cultural Projects Manager (NOW Gallery and Greenwich Peninsula) at Knight Dragon Ltd



Jenny Garrett OBE (she/her)
Founder, EDI, Leadership Development Consultant



Massy Larizadeh (she/her)
Non-Exec Director roles, Founder and Director at New Horizons Advisory



Viya Nsumbu (she/her)
Founder and Director, POLELE



Peter Ratcliffe (he/him)
Barrister, 3VB



George Sawtell (he/him)
Treasury Director



The National Windrush Monument, Basil Watson, 2022.
Image: Stevel Russel Studios

About the role

This senior role will work in collaboration with UP Projects' Founder & Chief Executive Officer (CEO), Board and staff to achieve a world class creative programme, resilient business model, increased organisation profile and thriving team. You will be responsible for leading the organisations' partnership projects, new business and partnership development, and overseeing the organisation's communications strategy. You will also deputise for the CEO when required.

The role will involve:

New business and consultancy development

- Developing and securing strategic partnerships with private and public sector organisations, including leading on tender responses and new project proposals to achieve UP Projects' annual earned income targets.
- Presenting at pitches and new business meetings.
- Continuous new business development and partnership cultivation.
- Managing existing client and partner relationships.
- Ensuring UP Projects' partnerships and consultancy supports the objectives of the organisation's business plan and programme vision.
- Maintaining an overview of the organisation's income generation strategy.

Consultancy project oversight

- Ensuring project Producers deliver partnership projects on time and in budget, providing leadership support and guidance as needed.

Public art and culture strategies

- Leading on the writing of public art and culture strategies for a range of clients, working collaboratively with other team members when relevant.

Communications

- Leading the organisation's communications strategies.
- Overseeing the day-to-day delivery of marketing, comms and PR including approving social media campaigns developed by Communications & Development Coordinator.

Line management

- Line Management of Communications & Development Coordinator.

Governance

- Liaison with Trustees and attending Board meetings as needed,
- Manage the Trustee "Ambition & Development" Steering Panel,
- Writing select board papers and Ambition & Development Steering Panel briefings.

Policy

- Policy Lead for Environmental, Ethical income, Privacy and Data policies.

Deputising for the Founder & CEO

- Providing leadership support to the team when Founder & CEO is not available.
- Deputising for the Founder & CEO at external meetings when required.

General Management

- Generally promoting UP Projects' programme and services through networking.
- Representing UP Projects at events (networking events, symposia, online forums etc).
- Contributing to developing a collaborative style of working.
- Awareness of UP Projects values and to work with artists partners and individuals in their spirit.
- Other tasks as agreed with the Founder & CEO.



The Floating Cinema: Another Country, 2016.
Image: Hydar Dewachi

Essential Skills and Experience

- Leadership ability
- Excellent communication skills
- Excellent organisational skills with the ability to prioritise, work under pressure and deliver within deadlines
- Ability to interpret briefs and develop creative and inspiring project proposals
- Ability to pitch and present project proposals
- Ability to negotiate and finalise contractual partnership relationships
- Excellent public art/ developer /regeneration sector network
- Experience in a senior management role in a cultural organisation
- Experience of partner relationship management
- Line management experience
- Interest in contemporary art within the public realm
- Commitment to environmentally responsible practice

Desirable

- Understanding of artist working process
- Experience of writing and negotiating contracts
- Finance literacy



Attitudes and Approach

The successful candidate will be a highly organised and self motivated individual with excellent communication skills and a drive to forge creative and innovative partnerships. You will proactively take accountability and ownership with the confidence to lead and initiate action. You will set high standards for yourself and the organisation, with resilience to overcome obstacles and willingness to problem solve and think laterally. You will take pride in acting as a role model to colleagues and an ambassador for the organisation.

The following are required of all roles with the organisation. However, you do not need to address these in your application:

- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

UP Projects as a learning organisation

As part of an organisation committed to learning you will be expected to:

- Contribute towards the development of a professional working and learning environment within the organisation.
- Share insights and learning gained from your work with the team.
- Contribute to developing a collaborative style of working.
- Awareness of UP Projects' values and to work with artists, partners, communities and audiences in their spirit.

What we can offer

- The opportunity to work within a small, dynamic team of public art, learning, and engagement specialists.
- The opportunity to be part of creating projects that have social relevance, engage communities, encourage learning and enrich the public sphere.
- A professional development plan with associated training and mentoring opportunities.
- Pension: You will be entitled to join UP Projects pension scheme after completing a three-month probationary period.
- Access to new networks
- Access to a shared office environment and a work laptop.

Terms

- **Line Management:** You will report to UP Project's Founder & CEO and Board of Trustees.
- **Salary:** £50-53,000 pro rata, equating to £30-32,400 per annum when working three days (21 hours) per week.
- **Hours:** 10am to 6pm however flexible working may be necessary to accommodate partner or client meetings and pitches, or attend networking events outside of office hours. We offer time off in lieu where weekend or evening work is necessary.
- **Holidays:** 25 days holiday pro rata per annum (equating to 15 days per annum when working three days per week) not including bank holidays plus an additional day on your Birthday!
- **Contract terms:** This is a permanent contract.
- **Notice period:** Twelve weeks.
- **Hybrid working:** UP Projects team work from a shared office space (Work + Play, 111 Seven Sisters Rd, Finsbury Park, London N7 7FN). We come together twice a week on Monday and Thursdays with employees working from home for the rest of the time.
- **Home working:** A working from home stipend is offered and reasonable expenses for on-site meetings will be covered.



Lavender, S. Mark Gubb, 2018.
Image: Thierry Bal

Our commitment to Equity, Diversity and Inclusion

UP Projects is committed to creating and sustaining a productive, safe and inclusive working environment. We expect everyone who works with us to champion this ambition and embed it in their day-to-day work. We recognise that a diverse workforce brings a greater range of lived experience and insights that helps the organisation to better understand our audiences, communities, artists, partners, and client base. It also generates a richer mix of ideas and talents.

Three recent surveys of the culture sector, undertaken by CVAN & Iniva, Art Fund with Museum X and Culture & and Ixia (Public Art Think Tank) demonstrate a continued lack of diversity within the sector's workforce. For over a decade UP Projects has been committed to removing barriers of access to career opportunities within the arts, evidenced through our Constellations learning & development programme, and our artist selection processes.

We therefore recognise that access to opportunities in the culture sector can be challenging, particularly for those from low socio-economic backgrounds or with protected characteristics that are underrepresented in the cultural workforce. We also recognise that the causes of disadvantage do not exist independently and that a combination of intersecting identities can increase these challenges.

UP Projects takes a positive action approach to recruitment, and we encourage applications from people with backgrounds currently underrepresented within our organisation to apply. We are particularly interested in hearing from people from the Global Majority, the LGBTQIA+ community, and who identify as coming from a low socio-economic background.

Environmental Responsibility

As a socially engaged charity, we are dedicated to maintaining and improving upon our approach to environmental responsibility which relates to all areas of the charity's ethos, policy and practice, and we acknowledge that is part of our journey towards becoming a more equitable and inclusive organisation. We believe that the climate crisis is an urgent issue and we recognise the importance of addressing climate change that currently is disproportionately affecting communities in the global South.

UP Projects is committed to the active implementation of its Environmental Policy and Action Plan within its physical and digital programmes of work, administrative and operational processes and collaborative partnerships. We are members of the Gallery Climate Coalition and have pledged to work towards collectively reducing our industry's carbon emission by at least 50% by 2030. We would be happy to share our Environmental Policy and Action Plan with you should you wish to see further information.



Beach Hut in the Style of Nicholas Hawksmoor, Pablo Bronstein, 2014. Image: Hydar Dewachi



Gut Feelings Meri Jaan, Jasleen Kaur, 2021. Image: Film Still

How to apply

Please send a current CV and a cover letter that clearly outlines the following:

- Why you are interested in the role
- How your experience matches the essential requirements set out in the Essential skills and experience section. (please give us clear examples that illustrate your points)

Please refer to the job description to help focus your answers. Once ready please send the following to workwith@upprojects.com:

- Your up-to-date Curriculum Vitae (CV)
- Your cover letter
- Your completed Self Declaration Form

We are open to video submissions instead of a cover letter if this is preferable to you. In this case, please send a video file of no more than 10MB to workwith@upprojects.com.

Support to apply

Please contact us on workwith@upprojects.com if you are experiencing any difficulties with the application process or wish to understand more about the role and to see whether your past experience suits the role we are looking to fill.

The deadline to apply

The deadline to apply is **midnight on Sunday 19th April 2026**.

Interviews will be held in person on **Thursday 7th May 2026** in Finsbury Park, London.

We regret we are unable to get back to all candidates that apply and will only be contacting successful applications who are shortlisted for interview.

UP Projects contact details:

UP Projects
27 Woodberry Avenue
Enfield
London N21 3LE

+44 (0)20 7377 9677
workwith@upprojects.com

UP Projects Co-working Space
Work + Play
111 Seven Sisters Road
Finsbury Park
London N7 7FN

www.upprojects.com
[@upprojects](https://www.instagram.com/upprojects)