**Job Description –Project Manager**

Hours: 37 Salary: £28,500 + 6% pension contribution

Permanent

**Main Purpose of the Job**

To manage a team of Community Organisers/Support Workers, delivering community-based projects across Rotherham through a range of funding streams.

Responsible to - Chief Executive Officer

**Duties and Responsibilities**

* To manage the Reaching Communities Voices and Choices project to enable residents living in Rotherham’s poorest and most excluded areas to become engaged in local life.
* To manage Rotherfed’s support and community activity with community led organisations and TARAs in Rotherham.
* To report to the CEO and funders on progress, coordinating support, training and direction of Voices and Choices project
* To promote and enable community organising, increased community activity and engagement both locally within communities and with the Federation, building networks and fostering leadership and resident-led action.
* To support the empowerment of under-represented groups within local communities, enhancing community cohesion and collaborative working
* To oversee the support to community groups to develop, enabling project development and training opportunities in local communities
* To increase community influence in decision making within Rotherham supporting individuals and groups to identify community issues, needs and problems and help resolve them
* To coordinate support to tenants and residents’ associations (TARAs), community led organisations (CLOs) and individual volunteers throughout Rotherham enabling project development and training opportunities in local communities
* To ensure the Federation’s engagement of under-represented groups within local communities, enhancing community cohesion and collaborative working
* To increase community influence in decision making within Rotherham supporting individuals and groups to identify community issues, needs and problems and help resolve them
* To work effectively with partners from both statutory and voluntary sector to ensure stronger communities in Rotherham
* To work to specific targets and outputs as agreed with the CEO
* To work flexible hours according to the needs of the Federation
* To be able to work in all areas of the Borough
* Undertake training and development activities and attend relevant meetings and courses
* Be familiar and comply with relevant health and safety, child protection, operational, personnel, data protection and financial regulations, policies and procedures
* To ensure equality of opportunity and delivery of a quality service are key principles in pursuing all of the above
* Undertake other reasonable duties as determined by the line manager

**Project Manager**

**Person Specification**

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| --- | --- | --- | --- | --- |
| Personal Skills/Characteristics | **Essential** | **Desirable** | **Method of Assessment** | **Shortlisting Criteria** |
| 1. **Experience**    1. Experience of staff management and supervision    2. Experience of project management within funded programs    3. Experience of developing and supporting community activities and projects    4. Experience of delivering training and support or mentoring    5. Experience of working collaboratively    6. Experience of working with voluntary and community groups | **X**  **X**  **X**  **X**  **X** |  | AF/I/R AF/I/R/P  I/R/P AF/I/PAF/I | **X**  **X**  **X**  **X**  **X** |
| 1. **Qualifications & Training** 2. Experience in a related post and able to demonstrate competence to undertake the duties required. 3. Accredited Level 3 Community Organising or Community Development Qualification 4. Ability to demonstrate continuous improvement and self-development | **X**  **X** | **X** | AF/I/R  AF/C  AF/I | **X**  **X** |
| 1. **Special Skills/Knowledge** 2. Good organisational skills enabling coordination of a small staff team 3. Ability to work with a diverse range of people and groups from different backgrounds. 4. An understanding of the principles and practices that underpin effective community organising and community development 5. An understanding of Safeguarding and Child Protection Issues 6. An understanding of the barriers to community involvement and how these may be overcome. 7. Understanding of inclusion and issues relating to voice and influence 8. Ability to write and present reports to a wide range of groups. 9. A knowledge and understanding of project funding and management | **X**  **X**  **X**  **X**  **X**  **X**  **X**  **X** |  | **AF/I/P** AF/I/PAF/I/PAF/I AF/I/P  AF/I/P  AF/I/P  AF/I | **X**  **X**  **X**  **X**  **X**  **X**  **X** |
| 1. **Personal Qualities** 2. Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines. 3. High level of written and oral communication skills. 4. Ability to work flexibly and enthusiastically and lead a small team 5. Enthusiasm, drive and resilience. 6. Knowledge of and commitment to equal opportunities. 7. Experience of writing funding applications or developing projects | **X**  **X**  **X**  **X**  **X**  **X** |  | AF/I/P  AF/I/P  AF/I/P  AF/I/P  AF/I/P  AF/I/P |  |
| 1. **Personal Circumstance** 2. Willingness to work flexible hours when required to meet work demands. 3. Regular attendance at meetings outside normal working hours. 4. Willingness to undertake Enhanced DBS Check | **X**  **X**  **X** |  | I  I  I |  |
| 1. **Physical Requirements** 2. Ability to travel to various locations during the course of employment as required. 3. No serious health problem which is likely to impact on job performance (that is one that cannot be accommodated by reasonable adjustments) 4. Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absence resulting from disability) | **X**  **X**  **X** |  | I  I/R  I/R |  |

Key: AF = Application form. I = Interview. R = Reference P= Presentation