



JOB DESCRIPTION

Job Title: Community Project Manager

Purpose To manage and continue to develop the All Saints Community Project Trust ('the Project') working in the local community in Chatham and throughout Medway by providing opportunities for learning, employment, training, social activities and engagement with and for members of the local community.

Responsible to: All Saints Community Project Trust Board and line managed by the Chair of Trustees

Post Objectives

1. To investigate options for funding for the Project and to ensure that clear and concise funding bids within required deadlines using accurate and up to date information are submitted to funders. To ensure that all the requirements of the funders of successful bids are complied with.
2. To work in partnership with statutory and voluntary organisations locally and nationally to deliver a variety of new and existing sustainable projects in the community and to maintain effective liaison and working with such organisations in order that the new and existing projects are successfully delivered.
3. To publicise the work of the Project by means of regular newsletters, press releases, advertisements and other secure electronic media.
4. To produce an annual business plan and to attend all Project Trust Board Meetings and produce financial and business reports for such meetings.
5. To ensure efficient and cost effective management and upkeep of the Magpie Community Centre and cafe at all times, in accordance with the Lease relating to the Magpie Community Centre.
6. The Post Holder will be in agreement with the Christian ethos of the Project and will do nothing to alter compromise, criticise or bring into question or repute the Christian ethos of the Project.

Key Responsibilities

1. To encourage members of the community to volunteer for the Projects work and within the community at large and develop the skills of such volunteers.
2. To be responsible for the overall management of the Project's paid staff and volunteers. In order to ensure effective working and the efficient use of working time, the Project Manager shall delegate the management of staff and volunteers to paid members of the Project.
3. To hold bi-monthly team meetings with the paid staff in order to review the current work and future work of the Project.
4. Ensure that annual appraisals of all paid staff are conducted by line managers.
5. To manage the budget of the Project and to ensure secure, accurate and legal financial records are maintained. To ensure funding bids to support the work of the Project are submitted where appropriate and necessary.
6. Establish procedures for evaluating and monitoring the activities undertaken by the Project.
7. To review annually and if necessary update the Business Plan and all Policy Documents relating to the work of the Project, to present the same to the Board of Trustees of the Project for approval and ensure all staff and volunteers are aware of the same.
8. Delivery of accurate advice work as required to ensure Project Funding targets are met.
9. Undertake such other tasks as requested by the Board of Trustees of the Project or the Chair thereof.

Person Specification

Knowledge

1.1 Essential

- 1.1.1 Health and safety and equal opportunities
- 1.1.2 Writing of funding bids
- 1.1.3 Microsoft Applications and Internet Use

1.2 Desirable

- 1.2.1 Knowledge of advice work
- 1.2.2 Working in areas of deprivation
- 1.2.3 Knowledge of the All Saints area

Skills

2.1 Essential

- 2.1.1 Excellent interpersonal and communication skills
- 2.1.2 Able to work on own initiative
- 2.1.3 Good organisational and reporting skills
- 2.1.4 Managing staff
- 2.1.5 Working collaboratively with staff, partners and funders

2.2 Desirable

- 2.2.1 Drafting policy documents

Experience

3.1 Essential

- 3.1.1 Financial management and Business Planning

3.2 Desirable

- 3.2.1 Working with volunteers of all abilities
- 3.2.2 Undertaking staff appraisals
- 3.2.3 Drafting policy documents

Qualifications

English and Mathematics at Level 2 or above.

Terms and Conditions

Contract:

This is a contract for 37 hours per week. The basic working hours to be Monday to Friday and subject to flexible working, occasional weekend and evening working may be required. The post will include 5.6 paid weeks holiday per annum including bank holidays. Salary will be paid on a monthly basis on 20th of each month for that calendar month.

The post-holder will be employed by The All Saints Community Project Trust, Chatham.

The Community Project Manager will be based at The Magpie Centre, 33 Magpie Hall Road, Chatham ME4 5NE.

To help in fulfilling the duties outlined above, the post-holder will have full use of the equipment and facilities available at the Centre.

Disclosure and Barring Service:

The Community Project Manager working for All Saints Community Project Trust is required to take part in the DBS disclosure process. This is to protect children and vulnerable adults with whom the post-holder will come into contact. This will take place prior to commencing work and any appointment is subject to the Safer Recruitment Policy and Enhanced DBS clearance being received.

Salary:

Circa £23,000 per annum for 37 hours per week. The post will be subject to a three month probation period upon commencement.

All reasonable working expenses authorised by the Line Manager are paid in full.

October 2016