

The Trust for Developing Communities

Projects Manager

JOB DESCRIPTION

REPORTS TO:	The Trustees, through the Chief Executive in the first instance.
Hours:	21 hours per week.
Salary Scale:	TDC Scale 4 (NJC Points 33 to 39), starting salary Point 33 - £28,408 pro rata (actual salary £16,123) pay award pending.
Work Base:	At a TDC office base in Brighton & Hove.
Holiday Entitlement:	25 days a year, plus an extra 3 days at Christmas and all statutory holidays, pro-rata.
Probationary Period:	This post is subject to a six month probationary period at the end of which an assessment will be conducted
Pension:	After successful completion of the six month probationary period, the Trust pays a contribution equal to 6% of salary into the Trust's Pension Scheme with Aegon Scottish Equitable.
Unsocial Hours:	Whilst staff will normally work during Monday to Friday, occasional weekend working is sometimes required and evening work is necessary in most posts
Time off 'in lieu'	There is no facility for 'overtime pay' – time off 'in lieu' is negotiated and we try to be flexible with hours worked, always bearing in mind the needs of the users.

PURPOSE OF JOB:

The new Projects Manager will work closely with the Chief Executive of TDC and the other Projects Manager, in ensuring that TDC's work follows the work programmes set out against funded projects and the organisational 2014-17 Business Plan, as agreed by the Trustees. The Projects Manager will take specific responsibility for managing community development, participation and engagement work and staff currently working in Brighton & Hove neighbourhoods.

There will also be responsibility for developing and delivering new projects in Brighton & Hove and the wider south east region, in collaboration with TDC's Chief Executive, and undertaking discrete commissions and consultancies, as well as possibly helping to deliver TDC's community development training, when required.

MAIN RESPONSIBILITIES OF THE PROJECTS MANAGER

1. To work closely with TDC's Chief Executive and the other Projects Manager in regular work planning and the day to day management of TDC's activities.
2. To work with Trustees and contribute to policy development and proposals within the organisation.
3. To support the Chief Executive in developing and delivering consultancies, commissions, consultations and research work.
4. To 'line manage' and supervise community development worker, older people's participation worker, BME Adult Social Care & Health and engagement work and to support other projects as required.
5. To ensure that TDC's commitment to a high quality community development approach is always paramount.
6. To prepare funding applications and business plans, where appropriate, and ensure, where applications have been successful, that funds are used for the purposes outlined in the application.
7. To assist in the delivery of various participation, involvement and development projects at community and neighbourhood level.
8. To establish and maintain good working relationships with other relevant agencies, bodies and individuals, including: Brighton & Hove City Council, Clinical Commissioning Group, East Sussex County Council, Hanover Housing Association, Saxon Weald Housing, other statutory and delivery agencies, other voluntary sector infrastructure bodies and local community and voluntary groups.
9. To provide such regular written reports for the Board of Trustees, funding agencies and other bodies as may be required.
10. To take responsibility for delivering details of any monitoring and evaluation statistics and reports as might be required by any funders or partners.
11. To operate within, and contribute to the development of, TDC's established administrative and financial practices, taking responsibility for budgets and financial accountability, where delegated by the Chief Executive.
12. To implement and promote the TDC Equal Opportunities Policy. All staff are required to be active against prejudice from; colleagues, community members and all others. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of TDC's work.
13. To undertake all other reasonable tasks and responsibilities as requested by the Chief Executive.

The post-holder will be supported in delivering all of the above by the Chief Executive of TDC and regular supervision sessions will be provided.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

PRIORITY:

1. Minimum of 5 years' experience in community development work or associated delivery.
2. Experience of project management, including management of a diverse set of projects simultaneously and the ability to meet tight deadlines.
3. Experience of managing budgets, including financial procedures, planning, monitoring and control.
4. At least one year's experience of line managing staff and providing management supervision.
5. Experience in the preparation of successful funding applications to a variety of sources.
6. Experience of multi-agency and partnership working.
7. Experience and skills in developing and running training courses, including the planning and design of training materials.
8. Knowledge and experience of a variety of successful consultation and participation techniques.
9. Skills in public speaking, including experience in the presentation of information to local communities.

STANDARD:

1. Practical ability to manage own workload and set priorities, whilst reporting to, and being responsible through, an organisational management structure.
2. Good understanding and commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.
3. Computer literacy, including the use of word processing, spreadsheets and email.
4. Up to date knowledge of community development issues and national policies for regeneration and community empowerment.
5. Commitment to helping local people to identify their own needs and make their own decisions, including experience of engaging creatively and directly with local community groups in an approachable manner.