

**JOB DESCRIPTION: PROJECT MANAGER (Cumbria)**

<b>Reports to:</b> Head of Children and Young People Services	<b>Responsible for:</b> Core worker and sessional staff related to community programmes
<b>Date:</b> July 2019	<b>Salary Band:</b> £24,500 - £29,000 p.a.
<b>Location:</b> Barrow, Cumbria	

**Role and Responsibilities**

To manage and deliver programmes with the project team to ensure that the CYPS services are delivered effectively to young people, families and other key stakeholders.

<b>Key Tasks</b>	<b>% time spent</b>
<p><b>Programme Delivery</b></p> <ul style="list-style-type: none"> <li>Works with young people and families to identify issues and support them to make progress and improve life chances</li> <li>Establishes and maintains relationships with young people and families</li> <li>Designs, develops and delivers sessions relevant to individuals needs</li> <li>Ensures that all activity is risk-assessed and compliant with Brathay's safeguarding and health &amp; safety policies and procedures</li> <li>Prepares project plans for delivery, ensuring that appropriate recording/evaluation methodologies are utilised (e.g. distance travelled etc.)</li> </ul>	40%
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>Oversees the management of projects, contributing to the design and implementation of policies and systems as required</li> <li>Manages projects to ensure that outcomes are met and files and records are retained according to contractual requirements</li> <li>Ensures all health, safety and security requirements are met</li> <li>Manages and maintains the key partnerships within projects</li> <li>Writes reports as and when requested by management at Brathay</li> <li>Observes programmes to ensure quality of delivery</li> <li>Submits staff timesheets by required deadline</li> <li>Delivers projects to budget, ensuring purchase orders are raised in line with programme budgets</li> <li>Ensures data collection and measurement tools are in place and being used effectively</li> </ul>	35%
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Line manages project staff team – sessional workers and core staff (dependent on funding)</li> <li>Deals with people-management issues as and when they arise, including staff welfare issues (return to work interviews etc.), holiday etc. ensuring sessions are covered at all times</li> <li>Ensures that 1:1 meetings are carried out as appropriate</li> <li>Prospects for suitable new recruits as and when required, ensuring that all recruitment for the service is carried out according to Brathay policies and procedures and legal requirements including DBS checking</li> <li>Ensures all project staff successfully complete an induction programme</li> <li>Carries out DBS risk assessments as and when necessary, liaising with HR as appropriate</li> </ul>	20%
<p><b>Income Generation</b></p> <ul style="list-style-type: none"> <li>Supports Head of Children and Young People Services and the Business Development Manager to identify new sales and fundraising opportunities</li> <li>Develops relationships with current clients in order to develop Brathay's footprint in Barrow, Cumbria</li> </ul>	5%

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### Miscellaneous

In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.

### Skills and Experience

#### Essential

- Significant experience of working with young people and families
- Knowledge and understanding of contemporary issues impacting on people at risk: e.g. drugs, alcohol, health and fitness, sexual health, gangs, financial/family/social care issues etc.
- At least 2 years' experience of face to face delivery with Youth and Community Groups, families or similar
- Ability to work with adult groups within a community development context
- Experience of group facilitation as well as formal stand-up training with groups of 5 to 20 people
- Knowledge and understanding of youth work curriculum
- Ability to communicate clearly both verbally and in writing
- Good report-writing skills: ability to report clearly and effectively against targets
- Computer literate, and confident user of email, word processing and spread sheets, preferably MC Office
- Good project management skills and methodical, with good attention to detail and well-organised
- Self-motivated and able to work unsupervised

#### Desirable

- Creativity: ability to be creative, generate new ideas and adopt unconventional approaches
- Direct experience of working with young people within a college/school
- Direct experience of accreditation of programmes within youth and Community groups

### Personal Skills

#### Essential

- Strong belief in young people and ability to focus on their strengths and assets
- Ability to empathise with the issues and needs of disadvantaged young people and communities
- Self-motivated and able to work autonomously
- Strong problem solving skills with the ability to devise solutions using own initiative
- Excellent team working and team building skills
- A friendly, competent and constructive approach to working with an extended team of colleagues and clients
- Flexible attitude to work and working hours
- Open to change and personal development

### Education and Qualifications

Current First Aid and Level 2 Safeguarding qualification are requirements for the position, however you will be considered if you are able to achieve these qualifications in the first six months.

#### Essential

- Current clean driving licence
- Educated to GCSE standard or equivalent in Maths and English
- Training and qualifications in Youth Work, Social Work, or any related field

#### Desirable

- PCV/D1 driving licence endorsement
- Related professional qualification

### Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust's mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay's Health & Safety policy and procedures and any other statutory H&S requirements
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity policy, Safeguarding policy and any other policies that may be in force from time to time

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- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. Specifically in this role, the jobholder will need to be flexible with regard to occasional travel, evening- and weekend- working
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time
- **Research:** contributes to the work of Brathay's research hub, as appropriate

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**I understand and accept the above job description and agree to carry out the functions and duties of this post.**

Signed:

Date: