

ROLE PROFILE

Post	Project Manager – By undertaking this role you agree to perform the activities listed in this document.
Key Focus/ Role Purpose	To manage the Development requirements of Himmat Support Centre, building and maintaining networks and partnerships to ensure the organisation meets its business objectives, to seek and secure funding to deliver this effectively, and oversee the day to day running of the organisation.
Hours:	21 hours per week (might involve evening or weekend working)
Contract:	Part time, and subject to funding, permanent
Salary Scale:	£26,470 (pro rata £15,088)
Start Date:	As soon as possible
Reporting to	The Board, Himmat Support Centre
Travel	Although the job is office based, daily local travel may be required to supervise activity and meet with partners / funders

Main Duties:

Service Users

- 1) Maintain and develop Himmat Support Centre activities in line with the aim of supporting carers from South Asian communities.

Development

- 2) Working closely with the Board, plan the strategic development of Himmat Support Centre, and working with funders and partners, put this plan into action.
- 3) Actively drive fundraising initiatives, to strategically broaden range of key funders.
- 4) Play an active role in the management team, working with Board to develop budgets and operational plans.
- 5) Promote, market, and publicise Himmat Support Centre to the community and other audiences to ensure the interests of the organisation is effectively represented, enhancing its reputation and establishing itself as the community service provider of choice.
- 6) Undertake all other duties as necessary to perform the role of the Project Manager.

External relationships

- 7) Manage the delivery of Himmat Support Centre activities to ensure that the needs of funders and/or sponsors are fulfilled.
- 8) Build and maintain relationships with a full range of stakeholders and partners to develop strong networks and contacts and confidence in the provision of excellent community services.

Running the organisation

- 9) Ensure all health and safety requirements in the workplace are adhered to.
- 10) Manage project and overall office budgets, ensuring expenditure is monitored and remains within agreed bounds and that Himmat Support Centre make a return against turnover as agreed annually in the Business Plan.
- 11) Management of staff and overall resourcing levels to deliver operational needs, this includes ensuring staff undertake work aligned to business plan objectives, managing staff issues and taking responsibility for recruiting, developing and motivating individuals to ensure they are capable of delivering to their accountabilities.
- 12) Supervise the Team Leader to ensure day to day operations are maintained and staff and volunteer development progresses.
- 13) Develop and implement policies and procedures to ensure working practices are compliant with regulations and legislative requirements, are cost effective, create consistency and fairness and establish business ethics.
- 14) Ensure all Equality Act duties are met.
- 15) Analyse data and produce reports to monitor progress against plans /targets, taking corrective action if necessary to get back on track and make recommendations as required. Reports will need to be prepared to a variety of audiences including Board, sponsors / funders and staff.
- 16) Manage the production of accurate and timely management information, ensuring technology is in place to capture the data required to manage day to day management effectively.

PERSON SPECIFICATION

Applicants are required to demonstrate all essential criteria.

JOB TITLE: Project Manager

ESSENTIAL CRITERIA:

1. Experience of supervision of staff and volunteers and necessary support to them, and experience of staff development.
2. Knowledge of funding streams, and monitoring these, and ability to successfully fund-raise.
3. Good communication skills; ability to communicate effectively both verbally and in writing to a wide range of audiences.
4. Adequate IT skills, for spreadsheets, report/letter writing, internet/e-mail etc. and familiarity in use of social media of twitter, facebook.
5. Knowledge of financial planning, reporting and management.
6. Comparable experience of project development, and with proven track record in the sustainable development of community led services and initiatives.
7. Track record of developing and sustaining multi-agency partnership working.
8. Bilingual in English and a South Asian language.
9. Willing to undergo a DBS (Disclosure and Barring Services) Enhanced Check.
10. Awareness of Health and Safety Requirements.

Key Knowledge, Skills and Experience

- Knowledge of company strategy, objectives and key result areas
- Able to construct financial plans, budgets and forecasts and plan out projects
- Able to represent Himmat Support Centre externally and act as an organisation ambassador
- Substantial understanding and experience of supporting and developing voluntary organisation, with the ability to fundraise.
- Proven staff management experience
- Substantial understanding of similar organisations
- Capable planning and organisation skills and project management experience