

**MILLMEAD CHILDREN'S CENTRE PARTNERSHIP LIMITED
WINDMILL COMMUNITY GARDENS**

JOB DESCRIPTION – PROJECT MANAGER

1. Job Details

Job Holder Reports to : Finance Manager
Job Title: Project Manager
Hours: 30 hrs. per week (12 month fixed term contract)
Starting Salary: £26,000 per annum pro rata

2. Job Purpose

To set up and deliver project management for the first year of the WCG, 4 Year Reaching Communities, Big Lottery funded project. This includes, continuation funding for existing work plus development of an accredited training (in horticulture and/or land based environmental courses) programme and a Saturday environment club for 8-13 yr olds.

3. Aims

To initiate and deploy, the planning, implementation, monitoring, tracking and systems of control to meet all legal and procedural requirements for Reaching Communities project and MCCPL within a limited timescale.

4. Knowledge, Skills and Experience

- Proven skills of Project Management in the voluntary or statutory sector and of income generation.
- Proven skills experience of partnership working with a range of agencies and organisations in the private, statutory and voluntary sector.
- Knowledge, skills or experience to help develop new and innovative ways to improve delivery of services and create further sustainable opportunities.
- Excellent organisational and time management skills.
- Work collaboratively with others to set goals, resolve problems and enhance organisational efficiency and effectiveness.
- Use project management skills to set priorities, monitoring and tracking systems for outcomes.
- Proven skills of setting up and delivering monitoring and evaluation and tracking systems for outcomes for funders and self-evaluation reports.
- Experience of partnership working to set up and deliver accredited training

5. Key Responsibilities/Outcomes

1. Create a detailed work plan with Operational Management Group (OMG) which identifies and sequences the activities needed to successfully deliver the outcomes required.
2. Help determine the resources required to successfully implement the project ,inc assisting with staff recruitment
3. Develop and deploy the project schedule with Operational Management Group and others as appropriate.
4. Ensure environmental, social, economic and community sustainability of the project is considered in all project planning
5. Develop systems and processes to document individual project activities and to evaluate individual outcomes.
6. Monitor and evaluate the progress of the project and make written recommendations to OMG for adjustment to ensure the successful completion of the project and achievement of agreed outcomes within a quarterly reporting cycle.
7. Ensure effective methods of communication with partners, staff, volunteers and all interested parties regarding the progress of the project.
8. Write reports on the project for Operational Management Group, MCCPL Board, funding agencies and others as required.
9. Report to the Finance Manager on all project and operational issues
10. Ensure all relevant documentation and recording for Health and Safety, Safeguarding and Child protection and Vulnerable Adults is undertaken. Meet all MCCPL Policies and Procedures.
11. Assist the Finance Manager with monitoring all budgeted expenditure ensuring that all project funds are monitored in accordance with organisation accounting policies and procedures.
12. Set up and develop an accredited training programme

6 Performance Review

This job description will be used as a basis for individual performance review between the post holder and the manager.

This job description covers only the main responsibilities, specific objectives will be set and reviewed each quarter and may change to meet the changing needs of the service.

The post holder will comply with the MCCPL Terms and Conditions as well as Equal Opportunities Policy, Child Protection Policy, Safeguarding, Health & Safety and Confidentiality guidelines.

7. Communication and working relationships

Internal :

WCG staff team, including 2x Project Managers, Community grower, Veg Box scheme coordinator, plus new posts, volunteers, work experience placements, visiting groups; individuals, and other beneficiaries. MCCPL Managers, Support Team, Community Workers.

External

Existing and potential partners, funders and networks and all stakeholders.

Job Description Agreement

Job Holder SignatureDate.....

Managers Signature Date.....

MILLMEAD CHILDREN CENTRE PARTNERSHIP LIMITED

WINDMILL COMMUNITY GARDENS

PERSON SPECIFICATION

Project Manager

Essential:

1. Proven skills of Project Management work in the Voluntary or statutory sector and identifying income generation through partnership working.
2. Proven skills of partnership working with a range of stakeholders.
3. Project development experience including experience of delivery, service provision and meeting strategic targets and outcomes.
4. Proven skills of working with volunteers and disadvantaged communities
5. Experience /knowledge of setting up accredited training provision.
6. Proven skills of setting up monitoring and evaluation.
7. Effective people and communication skills and ability to work at all operational levels.
8. Ability to work alone and on own initiative and as part of a team
9. Proven track record of delivering project management within a multi-year funded project
10. Ability to work flexibly according to the needs of the role.
11. Comprehensive knowledge of IT applications.
12. A good understanding of safeguarding and equality and diversity practice.

Desirable:

- Knowledge and or experience of the Thanet and East Kent area
- Experience of working in the following sectors : Community food/environmental; Health and well being or employment and training
- Driving Licence
- Experience of writing business plans