

Job Description

JOB TITLE:	Community Programmes & Projects – Operational Manager
RESPONSIBLE TO:	Chief Executive
SALARY / GRADE:	£35,000 - £40,000
HOURS:	35 hr/wk – flexible including some regular evening work
LOCATION:	7 ½ John Wood Street, Port Glasgow
	This contract is offered initially for one year, with the expectation of continuation dependant on future funding.

JOB PURPOSE

To manage the Trust's various community programmes and projects, including our hub at 7 ½ John Wood Street, to fulfil our objectives as a community development trust and our employability service.

To participate in the senior management team and contribute to ongoing strategy and business planning of the organisation.

To make use of systems and procedures to ensure the effective management and development of programmes, projects and the organisation.

KEY TASKS

- Manage and develop existing programmes and projects delivering a variety of community based services.
- Line manage a variety of staff in the John Wood Street hub in line with Trust policies and procedures and appropriately deploy staff and other resources to meet contract/grant obligations.
- Operate as an effective member of the senior management team, providing operational leadership and management to the organisation.
- Prepare and present accurate reports on each programme or project to enable risk management, development opportunities, compliance and quality assurance.
- Contribute to the development and delivery of annual business plans and reviewing the progress of their delivery.
- Create and resource new or developmental programmes and projects in line with the Trust's developing strategy and business plans to grow the Trust's status as an effective community development trust.
- Create new employment opportunities through programmes/projects, both internally and externally, for the Trust Employability Service.
- Work with others on the management and development of the Trust's properties, specifically John Wood Street and the Dutch Gable House.

OTHER DUTIES

- Although this post is based in Port Glasgow the role will cover periods of time at other Trust locations and at a variety of partner organisation locations.
- Other relevant duties may be required from time to time.

JOB/PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE/SKILLS/EXPERIENCE:

Knowledge:

- Degree in relevant area or equivalent experience.
- Detailed understanding of community development approaches.
- Understanding of the role and purpose of a community development trust.

Skills:

- Good communication skills, including the ability to communicate with individuals and groups using a variety of methods.
- Approachability and an ability to engage and enthuse others to build effective working relationships.
- Planning, problem solving and decision making to enable effective delivery of services.
- Staff and team management, including appropriate approaches to coaching, motivating and delegation.
- Ability to work as an effective member of the senior management team.
- Strong ICT skills and good knowledge of Microsoft Office365 applications.

Experience:

- Programme and project management.
- Relevant and practical experience in the charity sector or community based organisation delivering community development principles and approaches.
- Managing people and teams to deliver contracts/grants.
- Managing resources – financial, properties, digital, etc. – to support the delivery of community based services.
- Developing new areas of work and the grant/contract applications to resource them.

DESIRABLE KNOWLEDGE/SKILLS/EXPERIENCE:

- Demonstrable leadership skills.
- Experience of managing large and complex contracts.

Line Management / Reporting:

This post reports to:	Chief Executive
This post line manages:	Admin Assistant
	Befriending Co-ordinator x 2
	Befriending Development Co-ordinator
	Befriending Support Worker
	Centre Co-ordinator
	Centre Support Worker
	Children's Rights Development Worker (until Oct 18)
	Employment Opportunities Worker
	Employment Support Worker – Youth Initiative
	Heritage Development Worker (seconded out until Dec 18)

Line management responsibilities will change over time as the Trust re-aligns staff teams to suit future strategy.