

Job Description

Project Manager

POST	Project Manager
SALARY	£20,000 - £22,750 Per annum (pro-rata) (based on experience)
CONTRACT	12 months fixed term contract (subject to 6 months' probation)
LOCATION	East London, Tower Hamlets
HOURS	17.5 hours per week

Responsible To

- The post holder is responsible to the Board.

Purpose

- The post holder will be responsible for the effective planning, delivery, meeting targets and reporting of designated projects of The Rooted Forum (TRF).
- The post holder will be required to supervise staff in the effective delivery of the programmes.
- Responsible for income generation including sourcing and writing bids in accordance with TRF objectives.

Major duties and responsibilities

- Day to day line management staff including providing supervision, induction, performance development reviews and other HR related matters.
- Support in recruitment of volunteers and staff.
- Responsible for project delivery, meeting targets output monitoring and deadlines.
- Responsible for monitoring and compliance of Health & Safety.
- Responsible for expenditure in accordance to budgets set and maintaining accurate record of financial records.
- To ensure maintenance and reporting of building, office and IT related matters.
- To actively source, make bids for funding in accordance TRF objectives.
- Responsible for networking, building and maintaining partnership with external organisations
- To adhere to TRF policies and procedures including confidentiality, data protection, child protection, vulnerable adults, health and safety and all other applicable policies and procedures.
- To monitor evaluate and review work/activities using agreed criteria.
- To ensure and participate in one-to-one supervision meetings, and any other meetings as required.
- To undertake and complete training and personal developmental programmes/courses.
- To prepare and provide regular reports at Board meetings.
- To carry out other duties commensurate to the role.
- Work towards meeting an annual fundraising target.
- Ensure compliance and promote equality and diversity within the organisation.
- Responsible for identifying potential clients (participants) for the various projects and engaging with clients on a 1:1 basis or in groups to meet their needs as well as contractual obligations in line with TRF objectives.

Equal Opportunities

To promote and comply with TRF's Equal Opportunities Policy

Safeguarding & DBS Disclosure

- The Rooted Forum is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974. Appointment will be subject to an enhanced DBS check.

Person Specification

Qualification

Project Management Qualification	D
Relevant level 3 qualification	E

Experience

Substantial experience in youth, community work in voluntary sector	D
Experience in the coordination and successful delivery of projects.	E
Successful experience of bid and report writing	E
Experience of effectively supervising staff and volunteers	E
Able to demonstrate effective client work and engagement	E
Able to demonstrate effective joint working with external organisations/partners	E

Knowledge

Knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	E
Knowledge of the dynamics of the community in Tower Hamlets and their needs	E
Knowledge of voluntary sector funders	E

Other

IT literate to an intermediate level i.e. Word, Excel Outlook	E
Good written and spoken English	E
Display commitment to the protection and safeguarding of children and young people	E
Able to demonstrate and work well under pressure and manage time effectively	E
Understanding of equal opportunities and diversity	E