

Project Manager
35hrs per week
Fixed term contract until 30/06/22

Location:	Newport
Role Reports To:	Delivery Leader for Wales and Southwest of England
Direct Reports:	Five (4 engagement managers and an administrator)
Job Family:	4 - £28,500 per annum

Volunteering Matters

Everyone in the UK should have the opportunity to thrive. So we bring people together to overcome some of society's most complex issues through the power of volunteering.

We partner with communities to overcome adversity, tackling social isolation and loneliness, improving health, developing skills and opportunity and making sure young people can lead change. And because we're a national charity, we do this at scale, sharing our expertise and building partnerships to make an even bigger impact.

We turn local knowledge and energy into action and progress, building stronger communities and a better future for all.

NEWPORT360

This is a new local partnership of specialist providers coming together to increase opportunities for economically inactive and unemployed people in Newport. Our local partners is Mental Health Matters Wales (MHMW), alongside some of our own national programmes. Each partner will offer different activities to complement mainstream back-to-work provisions in Newport. Our collective goal is to help people, from school leavers to older adults, level-up their prospects of engaging with education, employment, or training.

Purpose of the role

We're looking for a talented, dynamic, and professional Project Manager to join our team in Wales. The right candidate would be someone who can work flexibly and demonstrates an understanding and total commitment to our organisational values.

As Project Manager, you will lead a small delivery team of five, working closely with them and external partners to deliver a fast-paced project. You will manage and develop all aspects of Newport360, ensuring it achieves its aims, objectives, outcomes and targets.

As Covid restrictions ease in Wales, travel throughout Newport will be required.

Key Duties:

1. To effectively deliver the service ensuring that the project meets its agreed targets and milestones.
2. To lead discussions and attend meetings with the local authority, liaising regularly with partners and key stakeholders to provide regular progress reports.
3. To manage relationships with delivery partners, meeting regularly and setting performance expectations.
4. To provide line management to a small team of project staff, meeting regularly and conducting performance reviews.
5. To oversee effective monitoring, tracking and reporting of all aspects of the project.
6. To ensure a systematic way of maintaining accurate records on all aspects of the project, including agreeing information sharing protocols between partners and fulfilling evidence requirements.
7. To ensure all aspects of project delivery are compliant with health and safety, data protection and safeguarding quality standards.
8. To work with budget holders to ensure project expenditure is in line with the budget.

9. To promote and adhere to Volunteering Matters' Equality and Diversity Policy and all other Volunteering Matters policies which relate to the work of Newport360.
10. Contribute to joint working and teamwork across Volunteering Matters.

Experience/Skills and attributes:

1. Proven ability to provide supportive line management and to effectively organise the workload of team members.
2. Experience of managing partnerships, with a demonstrable understanding of effective teamwork.
3. Excellent written, verbal and analytical skills, including giving presentations, interpreting and preparing data, and reporting.
4. Highly IT literate and comfortable using a range of essential systems, including MS Teams, MS office, social media platforms and other purpose-built systems as desirable
5. Excellent organisational skills with the ability to prioritise a demanding workload, and the ability to work under pressure and to deadlines.
6. Ability to risk manage all aspects of project delivery, including health and safety, safeguarding and data protection.
7. Ability to work on own initiative and to inspire and enthuse others
8. Demonstrable understanding of and a commitment to equality, diversity and inclusion.

Desirables:

1. Ability to speak Welsh or a willingness to learn.

Qualifications:

Relevant experience and values alignment is more important for this role than specific qualifications.

Other:

Location: This role is homebased however the successful candidate must be able to travel regularly throughout the local authority area and to neighbouring authorities on occasion. This includes meetings with commissioners, partners and other stakeholders.

The postholder will require good internet access to enable remote working, and a suitable home office space. IT equipment and infrastructure will be supplied.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

To Apply:

- 1) Download our application form
- 2) Download our Recruitment Monitoring Form
- 3) Send all documentation by email to - join@volunteeringmatters.org.uk

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.