



**Skipton Step into Action**

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Pathways to Personal Growth Project Manager
<b>REPORTS TO</b>	Skipton Step into Action - Chief Executive Officer
<b>TYPE OF CONTRACT</b>	Fixed Term until 31st January 2025 *Please note, this post may be extended, subject to funding.
<b>LOCATION</b>	Agile work. Presence in Skipton & South Craven
<b>SALARY SCALE</b>	£28,000 pro rata
<b>WORKING HOURS</b>	25 hours per week. Occasional weekend/evenings
<b>JOB PURPOSE</b>	<p>Through this innovative 1 year project, the Project Manager will lead a small team of staff to support the local community to access employability skills, personal development and volunteering experience across local voluntary sector organisations. Incorporating a combination of goal setting, mentoring, peer support, bespoke training and development opportunities and access to a range of volunteering roles via our Volunteer Passport Scheme. Everyone will be given the opportunity to achieve their potential - whether preparing for, getting back into work, or taking time to focus on their own personal development.</p> <p>The Project Manager will remove barriers and open doors to employment, embracing the opportunity to level the playing field, ensuring inclusive and engaging opportunities for all. Strengthening the community voice and tailor the level/type of support to each individual. Providing the resources to help people achieve their goals, e.g. confidence building, CV writing and interview preparation.</p> <p>We are looking to support 70 individuals throughout the course of the project.</p> <p>The Project Manager will be responsible for recruiting and supporting staff, volunteers and participants, organising group sessions based on a variety of topics (confidence building, financial resilience etc.), and ensuring that our person-centred, strengths-based approach is central to everything we do. Everyone involved with this project will have the opportunity to share their skills, gifts and talents to enhance the lives of others, fulfilling a sense of purpose and belonging.</p>

The Project Manager will be leading a team of three, and be the appointed line manager to the Wellbeing Hub & Cafe Project Coordinator, Hub & Wellbeing Hub & Cafe Assistant, and Mentor.

The Project Manager is responsible for collaborating with community and voluntary sector agencies to ensure successful delivery of this project.

Everyone involved with this project will have the opportunity to share their skills, gifts and talents to enhance the lives of others, fulfilling a sense of purpose and belonging.

This unique approach will create a ripple effect throughout Skipton, empowering individuals to step up and lead/involve themselves in community-led initiatives that they feel passionate about.

Skipton Step into Action have secured funding from Beyondly to deliver this project.

## **MAIN RESPONSIBILITIES**

### Setting up the new project for delivery

- Recruit staff specifically for this project. This includes writing job descriptions and interviewing
- Recruit volunteers specifically for this project (liaising with the SSIA Volunteer Coordinator and Wellbeing Hub and Cafe staff)
- Book venues
- Publicise the project and the drop-in sessions locally with key partner organisations
- Input volunteer details, client details and session information on the SSIA Lamplight database
- Conduct Risk Assessments
- Project Planning
- Collaborate with local organisations to design the Volunteer Passport Scheme
- Communicate effectively with all partners and funders involved with this project

### Once the project commences the role will involve

- Ensure the project is well supported by volunteers
- Collaborate with local organisations to implement the Volunteer Passport Scheme
- Manage staff effectively
- Liaise with staff, volunteers and clients to ensure a smooth delivery
- Ongoing volunteer recruitment and support
- Ongoing publicity for the project via social media, traditional media and working with local partners

- Implementing Safeguarding measures
- Assessing and reviewing project risks and issues, and providing solutions where applicable
- Capturing stories from staff, volunteers and clients for reporting and evaluation purposes
- Monitoring attendance, inputting details of the sessions and attendees onto the Lamplight database
- Preparing project reports using the Lamplight database and Excel
- Prepare rotas for staff and volunteers
- Chair and facilitate project related meetings, distribute minutes to the project team, and follow up on important actions and decisions from meetings
- Publicise and promote Pathways to Personal Growth events and programmes via the most effective routes such as community newsletters, websites and social media.
- Develop relationships with all local agencies (primary care, secondary care, social care, local authority including education, and voluntary sector agencies) including the Craven Community Partnership
- Ongoing Communication with all partners and funders involved with this project
- Follow current legislation and local processes and protocols for receiving, storing and sharing all information, ensuring that confidentiality is maintained where required and that only essential personal data is stored
- Complete all necessary administration in a timely and comprehensive manner.
- Complete the monitoring and evaluation of the project including providing information collected as part of the role.
- Work with your line manager (CEO) to undertake continual personal and professional development
- Organise regular supervision with staff.
- Work in accordance with SSIA's Mission, Vision and Values.
- Have a collaborative and flexible approach to work, including occasional work on evenings and at weekends.
- Represent SSIA positively with all relevant stakeholders.

**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Essential/D esirable</b>
1. Excellent numeracy and literacy with a good standard of education.	Essential
<b>Experience</b>	

2.	1 year of Project Management experience	Desirable
3.	Working in the field of community development	Essential
4.	Working in the voluntary sector	Desirable
5.	Managing and leading a team	Essential
6.	Educational background and experience	Essential
7.	Organising and leading events	Desirable
8.	Recruiting staff and/or volunteers	Essential
9.	Strategic Planning	Desirable
10.	Prior experience of working with vulnerable adults	Desirable
<b>Specific Skills &amp; Knowledge</b>		
11.	Genuine passion, empathy, and desire to support individuals and families to have healthier and happier lives, knowing how to motivate people to realise and achieve their potential.	Essential
12.	Knowledge of how to promote equality, diversity and inclusion in your work	Essential
13.	Strong Leadership skills	Essential
14.	Planning and delivering engaging sessions and activities	Essential
15.	Willingness to undertake training requirements.	Essential
16.	Report writing and Evaluating Projects	Essential
17.	Preparing rotas	Desirable
18.	Writing job descriptions	Desirable
19.	Bid Writing	Desirable
20.	Good knowledge of safeguarding, and experience implementing safeguarding measures (especially relating to adults)	Essential
21.	Good knowledge of social media	Desirable
<b>Interpersonal Skills</b>		
22.	A people person who can engage and communicate effectively and sensitively with people from any background.	Essential

23.	Confident communicator able to create and nurture effective working relationships with and between representatives of organisations including the voluntary community sector, health, local authority and other professionals.	Essential
24.	Ability to work effectively both independently and in a team environment.	Essential
<b>Other Role Related Requirements</b>		
25.	Ability to use, or quickly learn to use, Microsoft software, online meeting tools and social media. Ability to write reports and case studies which include data.	Essential
26.	With a common-sense approach to getting things done, you will always try to resolve issues at the earliest possible opportunity.	Essential
27.	Self-motivated, organised and able to work using your initiative.	Essential
28.	Understanding of the importance of adhering to relevant regulations and work policies and procedures, including confidentiality, safeguarding, lone working, GDPR and health and safety.	Essential
29.	A willingness to be flexible, with the ability to manage priorities and to respond promptly to the requirements of the project and the organisation.	Essential
<b>HOW TO APPLY</b>		
<p>Please email your Curriculum Vitae and Expression of Interest (maximum 1 side A4) to  Caroline Jolliffe: <a href="mailto:admin@ssia.org.uk">admin@ssia.org.uk</a></p> <p>Closing date for applications: <b>Wednesday 20th March at 5pm.</b></p>		