

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

ROLE TITLE: Community Project Manager (C)

REPORTS TO: Programme Manager

LOCATION: Flexible

JOB SUMMARY

As a Community Project Manager (banded at Grade C) you will deliver a portfolio of allocated community regeneration projects across a range of partners and across different sectors. You will manage delivery of projects to meet identified outcomes, including adhering to budget plans, working with local partners and community groups and will contribute ideas for new areas of work supported by the line manager to grow programme opportunity. As a Community Project Manager (C) you will operate as a proactive member of the Land & Community Team embracing opportunities to develop skills and best practice within your role, supported by both the Line Manager and the wider team to ensure a high standard of delivery at all times.

You will support the team as requested to progress local development opportunities to support sustainability and growth of the Land & Communities Programme.

KEY RESPONSIBILITIES

Key Area: Project Development

- Support ideas for community regeneration projects across a range of partners by escalating as appropriate to enable potential opportunities to be taken forward by the business.
- Work with colleagues and the line manager to assist both the identification and accessing of funding for community regeneration projects which support sustainability of the Land and Communities programme.
- Network with Identified partners to support development of community regeneration projects and raise the profile of Groundwork as a partner of choice.

- Attend appropriate partnership meetings to support development of effective working relationships with identified partners.

Key Area: Project Management

- Deliver a range of community regeneration projects to meet the requirements of both partners and funders and to achieve successful outcomes, identifying any support requirements with line management.
- Support project planning to reduce margins for error, assisted by the line manager as required.
- Identify any quality issues and report appropriately to support effective resolution
- Support completion of project evaluations and identification of social impact.
- Ensure effective financial management of the project from development to completion with support of the line manager:
 - Maintain accurate income and expenditure information.
 - Support completion of claims within required timescales.
 - Accurately submit sales invoices and purchase orders, seeking support as necessary
 - Promptly identify any financial issues and report appropriately.
- Ensure accurate recording on internal project management systems, seeking assistance from the line manager as required.
- Support compliance with relevant external systems for project monitoring, claims and evaluation.
- Apply a supportive approach to problem solving seeking to identify problems and escalating appropriately to achieve effective resolutions throughout the project journey.
- Maintain effective communications both written and verbal both externally and internally.
- Operate in a collaborative and effective manner with line management and other team members both within the Community Project Team and with any identified partners
- Identify personal development needs and develop a continuous improvement approach to the role, including the ability to respond positively to feedback.

Additional Requirements:

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.