

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Job Description

ROLE TITLE:	Community Project Manager (A)
REPORTS TO:	Programme Manager
LOCATION:	Flexible
SALARY:	£24,000 to £26,000 per annum

JOB SUMMARY

As a Community Project Manager (banded at Grade A) you will initiate, develop and deliver a portfolio of community & environmental projects, with a wide range of partners, across sectors. You will undertake a range of complex projects including large-scale budget management, development and management of wider partnership working and complex relationships and development of new areas of working. Operating as a senior member of the Land & Community Projects team with the ability to operate autonomously, you will foster a leadership approach to your role. You will play a lead role in multi-disciplinary working groups and in developing a culture of continuous improvement within the local delivery teams, supporting the development of skills and good practice within the wider team.

You will play a key role in the identification and progression of local development opportunities with a diverse range of partners to support sustainability and growth of the Land & Communities Programme.

KEY RESPONSIBILITIES

Key Area: Project Development

- Research and contribute new and innovative ideas for community & environmental projects across a wide range of partners.
- Identify opportunities and access funding for community & environmental projects with a wide range of partners which support sustainability of the Land and Communities programme.

- Lead on the initiation of projects both internally and externally.
- Identify and proactively network with a wide range of potential partners, across sectors to develop projects and raise the profile of Groundwork as a partner of choice.
- Attend appropriate partnership meetings to support development of effective working relationships with partners across a wide range of sectors.

Key Area: Project Management

- Implement a wide range of projects which meet the requirements of both partners and funders to achieve successful outcomes.
- Effectively plan projects to reduce margins for error
- Promptly identify any quality issues and report appropriately to support effective resolution
- Ensure effective financial management of the project from development to completion:
 - Consistently produce and maintain accurate income and expenditure information.
 - Accurately complete claims within required timescales.
 - Accurately submit sales invoices and purchase orders.
 - Promptly identify any financial issues and report appropriately.
- Ensure accurate recording on internal project management systems.
- Undertake project evaluations and identify social impact.
- Operate and ensure compliance with relevant external systems for project monitoring, claims and evaluation.
- Apply a proactive approach to problem solving to pre-empt problems before they arise and identifying effective solutions.
- Ensure effective management of a portfolio of projects, ensuring appropriate delegation of work and providing support and mentoring to other project staff to achieve successful project delivery.
- Develop and maintain proactive and effective communications both written and verbal to a diverse audience externally and internally.
- Operate in a collaborative and effective manner as a senior member of the Community Project Team and within wider partnership teams, both internal and external.
- Engage, motivate and support the wider project team to foster a culture of quality, service development and good practice.

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.