

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



JOB DESCRIPTION

ROLE TITLE:	Community Project Manager (B)
REPORTS TO:	Programme Manager
LOCATION:	Flexible
CONTRACT:	Fixed Term -12 months
SALARY:	£21,000 to £23,000 per annum

JOB SUMMARY

As a Community Project Manager (banded at Grade B) you will initiate, develop and deliver community regeneration projects across a range of partners, whilst you may specialise in specific areas, you will be expected to deliver across different sectors. You will operate effectively both independently and as a collaborative member of the wider project team; understanding the importance of seeking support as necessary. You will manage delivery of a portfolio of projects, including effective budget management, development of strong working relationships with local partners and community groups, and will identify ideas for new areas of working, escalating these as appropriate to grow programme opportunity. As a Community Project Manager (B) you will be an effective team player within multi-disciplinary groups. Applying a continuous improvement approach to your role you will have a focus on developing your skills and applying good practice throughout your delivery.

You will proactively support 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

- Support the generation and initiation of new ideas for community regeneration projects across a wide range of partners, escalating as appropriate to enable potential opportunities to be taken forward by the business.
- Support both the identification and accessing of funding opportunities for community regeneration projects with a wide range of partners which support sustainability of the Land and Communities programme.
- Identify and proactively network with a range of potential partners, across sectors to develop 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 partners across a range of sectors.

Key Area: Project Management

- Implement and manage a range of community regeneration projects which meet the requirements of both partners and funders to achieve successful outcomes, identifying any support requirements with line management.
- Effectively plan projects to reduce margins for error.
- Promptly identify any quality issues and report appropriately to support effective resolution (Q)
- Undertake project evaluations and identify social impact.
- 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.
- Operate and ensure compliance with relevant external systems for project monitoring, claims and evaluation.
- Apply a supportive approach to problem solving by endeavouring to pre-empt problems and before they arise, as well as offering ideas for effective resolutions as and when problems arise throughout the project journey, and escalating appropriately.
- 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 with line management and other team members both within the Community Project Team and within any wider partnership teams
- Engage, motivate and support the wider project team to foster a culture of quality, service development and good practice.
- Identify personal development needs and adopt 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.