



Interim Project Manager (Maternity Cover) Role Profile

Grade:

£28,561 pro rata 37.5 hours (JNC Pay Point 16)

Terms and Condition of contract:

This is a fixed term 56 week contract for temporary maternity cover from Monday 5th September 2022 through to Monday 22nd September 2023. This period includes 2 weeks before and 2 weeks after the period of statutory maternity leave to facilitate a smooth handover.

WCYP will keep the Interim Project Manager fully informed concerning the projected date of the Project Manager's return to work at the end of their statutory maternity leave.

If the Project Manager decides not to return after their maternity leave, the Interim Project Manager will be informed first and offered the opportunity to apply for the role of permanent Project Manager. This does not, however, automatically guarantee the offer of permanent employment.

WCYP reserves the right to terminate the Interim Project Manager's employment at any time before 22nd September 2023, according to the terms of the Interim Project Manager's contract and any probationary period(s) outlined therein.

Hours:

30 hours, including some weekday evenings and occasional weekend daytime and evenings.

Location:

Weston, Southampton and surrounding areas (i.e. SO19).

Accountable to:

The trustees of Weston Church Youth Project CIO (Registration number: 1173543)

Responsible for:

Full-time and part-time staff, sessional workers, and volunteers.

Job Purpose:

To help the trustees develop the ongoing vision of the charity and to implement that vision through hands-on youth work and the coordination of a team of staff, sessional workers and volunteers.

Genuine Occupational Requirement:

Aspects of this role mean that there is a genuine occupational requirement for the post holder to be a committed, practising Christian.

Key Duties

Project coordination

1. Implement the ongoing vision of the charity in line with its objects.
2. Report regularly to the trustees on the progress of the charity.
3. Manage the annual programme of activities, trips, events and residentials.
4. Monitor and evaluate the day-to-day activities of the charity.
5. Manage and lead staff, sessional workers and volunteers.
6. Manage the recruitment of staff, sessional workers and volunteers.
7. Manage the appraisal, training and development of staff, sessional workers and volunteers.
8. Manage the assets and resources of the charity.
9. Ensure all policies and procedures adopted by trustees are managed and implemented.
10. Ensure the project is effectively advertised and publicised (online and offline).
11. Participate in personal training and professional development opportunities.
12. Perform any other duties which promote the success of the post and the charity.

Youth work

1. Deliver a minimum of one session of face-to-face youth work per week.
2. Ensure the involvement of young people in the development of the charity.
3. Establish creative relationships with local schools and colleges.
4. Network with other local youth work providers.
5. Develop creative relationships with the families of local young people.

Fundraising

1. To assist the trustees in the planning and implementation of a fundraising strategy.
2. Help the trustees set the annual budget.
3. Establish financially beneficial relationships with local and national churches.
4. To represent the project publicly via persuasive talks and presentations.

Essential and Desirable Attributes

Experience

Essential	Desirable
<ul style="list-style-type: none">• Experience of community based youth work.• Experience of managing, appraising and developing staff and volunteers.• Experience of strategic and visionary development.	<ul style="list-style-type: none">• Experience of managing and developing charitable projects.• Experience of working in disadvantaged communities.• Experience of successful fundraising.

Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of issues affecting young people living in hard to reach communities. • Knowledge of statutory youth service structures and a good understanding of the voluntary sector. • An up-to-date knowledge of health and safety and safeguarding. • An up to date knowledge of government policy affecting youth work. 	<ul style="list-style-type: none"> • Knowledge of the city of Southampton and the opportunities that it offers to young people. • A knowledge of the east side of Southampton and of Weston specifically.

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Significant achievement in a chosen field of study or vocation. 	<ul style="list-style-type: none"> • Education to degree level. • First aid certificate. • Recognised JNC or similar youth work qualification. • Clean driving licence and CTA MIDAS certificate (Minibus Driver Awareness Scheme).

Values and Attitude

Essential
<ul style="list-style-type: none"> • A personal faith in Jesus Christ and an ability to respectfully promote that faith to young people. • A role model of Christian values and spiritual life. • Good relational skills with children and adults. • A commitment to the well-being of all young people in every aspect of life. • Commitment to working in partnership with other agencies for the benefit of all young people. • A full understanding of issues surrounding GDPR. • A full understanding of, and commitment to, the safeguarding of children and vulnerable adults. • A commitment to equal opportunities and anti-discriminatory practice. • A continuing commitment to personal and professional development.

Skills and competencies

Essential
<ul style="list-style-type: none"> • Ability to develop successful programmes of work in partnership with young people. • Ability to supervise and manage staff and volunteers. • Ability to build lasting relationships with young people and adults from a wide range of backgrounds. • Excellent communication and presentation skills both verbal and written. • Excellent time management, organisational and multitasking skills. • Good numeracy, budgeting, IT and social media skills. • Proven group-work, leadership and facilitation skills. • Ability to think strategically. • Ability to work to agreed deadlines. • Ability to network and develop mutually beneficial partnerships.