



## Job Description

### Project Manager – The JOY Project

26 hours per week - fixed term contract to 28<sup>th</sup> February 2022

£26,000 pro rata

**Place of work** – Tolly Hub

**Responsible to** – Director of Services

**Responsible for** – Project Worker and Support Workers

**Role Introduction** - An exciting opportunity has arisen within the JOY Project to manage the existing project and lead it into its future incarnation. The JOY Project is currently funded through the National Lottery's Community Fund to support vulnerable and disadvantaged women to gain the skills and confidence they need to move into volunteering and employment opportunities.

The JOY Project offers women the opportunity to learn new skills and to gain certification in various areas of learning and development. We deliver a suite of emotional resilience courses and groups, designed to support women to recover from past trauma and domestic abuse, that may have impacted on their self-esteem and confidence.

We bring women together in a safe environment which helps improve self-confidence and resilience, raise aspirations, and develop peer group support networks.

**Purpose of the role:** to lead on the JOY Project, to plan, develop and deliver a successful project moving women into positive opportunities. To manage the project team and to deliver the outcomes of the JOY Project, and to work with partner organisations and WCTs Senior Leadership Team to plan for the continuation of the JOY Project, seeking additional funding as necessary.

#### Principle tasks

- Lead and manage the JOY Project
- Identify sources of funding and other opportunities to ensure the project continues past the end date of the current funding stream

- Plan, develop and implement a programme of support, activities, and training to equip women to develop their confidence and skills
- Organise and support the JOY steering group meetings with service users
- Coordinate the provision of a training and personal development programme including recruiting external trainers and learning providers
- Organise and lead a professional working group to ensure long term sustainability
- Develop volunteering opportunities within WCT and in partnership with external organisations or providers
- Work with the project team to ensure that service users are well supported and that mentors are well matched to service users
- Develop and maintain effective records, systems and databases for the project with the support of the project team
- Develop performance monitoring and reporting tools and a methodology for evaluating the success of the project
- Manage the Project Worker and Support Workers including regular supervision meetings and team meetings
- Provide performance monitoring and evaluation reports for National Lottery as required

### **Other requirements**

- Help to identify your own training needs and participate in training where requested to do so
- Ensure that all financial guidelines and procedures are understood and adhered to as appropriate
- Act as an advocate for WCT and work closely with partners organisations
- Observe the WCT code of conduct and policies and procedures
- Act as a good role model and champion best practice at all times
- Ensure that you take positive actions to safeguard vulnerable adults, children and young people you come into contact with, and follow correct WCT policies and procedures around safeguarding appropriate to your level of post
- Actively recruit and mentor volunteers to support service delivery
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

This post is subject to an enhanced criminal record check under the arrangements established by the Disclosure and Barring Services.

## **Person Specification**

### **Experience**

- At least 2 years' experience of working with vulnerable and disadvantaged women
- Experience of writing funding applications and delivering on the outcomes
- Experience in managing community projects
- Experience in managing a staff team
- Experience of developing training or personal development programmes
- Experience of working with volunteers, developing volunteer opportunities and building community capacity
- Experience of report writing, performance monitoring and providing contract management information

### **Skills**

- Excellent written and oral communication skills
- Excellent ability in using Microsoft Office applications
- Ability to work with women from diverse backgrounds
- Ability to establish excellent working relationships both within the Trust and with partners
- Excellent interpersonal skills
- Able to motivate staff and service users
- Able to act in a professional manner with integrity at all times, understanding and adhering to professional boundaries

### **Other requirements**

- Female applicants only (this is a genuine occupational requirement under the Equality Act 2010)
- Committed to women only service delivery
- Self-motivated but able to work within a team
- Have own transport
- Commitment to WCT values
- Undertake enhanced DBS check
- A hands-on approach and a commitment to provide a high quality, client focused service with an ethos of "right first time, on time"