



BARTON HILL SETTLEMENT JOB DESCRIPTION

Job Title:

The Network Project Manager

Working as part of a partnership with St Werburgh's City Farm, Wellspring HLC and the Somali Resource Centre, the post will be based at the Barton Hill Settlement.

Job Purpose:

The Network Project Manager will be responsible for overseeing a three-staged programme which targets disadvantaged residents and will build inclusive, natural networks and develop sustainable solutions to challenges faced by people living in Ashley, Easton and Lawrence Hill.

Main Duties & Responsibilities:

Service Delivery:

1. Oversee the day-to-day operational management of the Network Project, providing leadership, support and guidance to all Network Project team members employed by Barton Hill Settlement, St Werburgh's City Farm, Wellspring HLC, and the Somali Resource Centre.
2. Lead on the design, development and implementation of the Network Projects three-staged programme of Events, Training and Community-led activities.
3. Line-manage, motivate and support the Network Project Coordinators to successfully deliver the Network Projects aims initially in Easton and Lawrence Hill, including providing monthly supervision sessions.
4. With the Community Development Manager and Network Coordinators, identify and build relationships in the Ashley Ward to successfully deliver the Network Project in this ward, ensuring The Network reaches out successfully to all specified Wards.
5. Liaise with Specialist Advice and Support partners Bristol Somali Resource Centre and Wellspring Healthy Living Centre, to ensure that activities are accessible and relevant to all members of the community
6. Promote and market effectively the Network Project.

7. Seek opportunities to promote local interest and support involving residents in the design of the Network Project, conducting local research if necessary to inform activities and ensuring the diversity of the community is reflected in activities and participation at all levels.
8. Oversee, with Network Co-ordinators, Specialist Workers and Resident Networkers, a series of events over the lifetime of the Network Project that promote, celebrate and engage residents with the Network Project.
9. Liaise with The Network Project partners ensuring good levels of communication and quality programme development, organising regular partnership delivery team meetings and providing information, updates and direction.
10. Work in partnership with a wide range of organisations/stakeholders exploring opportunities for joint working and utilising as fully as possible resources for the community.
11. Contribute to setting budgets and working within budgets to ensure the project is run efficiently.
12. Liaise regularly with the Community Development Manager to report on progress against performance targets and any issues/problems.
13. With the support of the wider Network Project team, proactively develop residents' ideas into new, structured activities and Community-led activities/ initiatives.
14. Collect, collate and report on relevant monitoring information in accordance with the funders requirements regarding all relevant outcomes, indicators and targets related to the project.
15. Implement and adhere to the Barton Hill Settlements volunteer co-ordination policies and practice.

General

1. Attend and actively participate in monthly supervision sessions with the Community Development Manager including engaging in the monitoring and review of performance targets and training needs.
2. Work within the policies and procedures of Barton Hill Settlement and attend appropriate in-house and partner organisational meetings, The Network Project meetings, training events and staff development days.
3. Communicate with staff, volunteers, service users and partners in a positive and effective manner.
4. At all times work within and actively promote the equal opportunities policy of the Settlement.

5. At all times be aware of the health and safety of colleagues, users, local people and self and to work within the health and safety policies of the Settlement.
6. Work flexibly in terms of responsibilities and working hours as required or directed, carrying out any duties as they arise which are consistent with the general character of the post. This post will require some evening and weekend working.

Person Specification:

This part of the job description describes the required:

- knowledge
- experience
- abilities and skills
- qualification and training

Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria. It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed.

Essential criteria
<i>You must describe how you meet these criteria in order to be shortlisted for interview.</i>
<ol style="list-style-type: none"> 1. Previous experience of project management, preferably with a community project. 2. High levels of self-motivation, with the ability to lead and inspire a team. 3. Previous experience of organising events. 4. A range of group working skills, including experience of designing and delivering training sessions to support the initiation and development of community-led initiatives. 5. Excellent interpersonal and communication skills with a keen interest in connecting and engaging with people. 6. Knowledge of local community dynamics and enabling and empowering residents. 7. Excellent organisational and planning skills and the ability to prioritise need in the face of competing demands. 8. Excellent record keeping and administration skills, IT literate. 9. Experience of writing reports for a variety of audiences. 10. Understanding and experience of reaching out to all communities and an understanding and commitment to diversity and equalities in all areas of work. 11. Ability to build and grow local networks and support resident groups. 12. Experience of inter-agency/partnership working.

Desirable criteria
<ol style="list-style-type: none">1. A professional qualification relevant to Community Development work.2. A community language in addition to English, for example Polish or Somali3. Previous knowledge of working with volunteers.

This post is subject to a satisfactory DBS check

TERMS AND CONDITIONS:

THIS IS A FIXED TERM CONTRACT ENDING ON THE.

Reports to:	Community Development Manager
Staff & Volunteers:	3 Network Coordinators Provide support and guidance to volunteers and partner specialist workers across the Network Project
Hours:	35 hours per week
Holidays:	5 weeks per year (pro rata)
Salary:	Scale G grades 30 -33 £26,243 -£28,691 pro rata Successful candidate starts at the bottom of the scale
Probation:	6 months.
Pension:	All employees will be enrolled into a workplace pension scheme if they are not already in one and; -Earn over £10000 per annum -Are aged 22 or over; and -Are under state pension age. -Please speak to HR and Admin Officer for further details.

Full details of terms and conditions of employment are included in the Settlement Employee Handbook.

JRG reviewed: 17th May 2017