

# Job Description



**POST TITLE:** Amaal Project Manager

**PROJECT:** Amaal Girls Project  
**HOURS:** Full Time (37.5hrs)  
**LOCATION:** Tower Hamlets, London  
**SALARY:** £25,000.00 per annum  
**CONTRACT:** Until 31<sup>st</sup> March 2013 (3 months probation)  
**DURATION :** 01 October – 31 March 2013  
(Renewable subject to funding)

## Purpose

- The purpose of this post is to provide leadership and management of the Amaal Girls Project in such a way as to achieve the strategic and operational goals of the project.
- To be responsible for the planning, delivery, control and monitoring of the Amaal Youth club sessions, holiday provisions, school based work and specialist girls and women's work.
- To be responsible for the achievement of all project goals, measurable outcomes and outputs

## Principal Duties

- To develop and deliver Youth Work and community provisions for girls, women and families
- To identify and engage hard to reach young females
- To coordinate the delivery of culturally sensitive female only activities.
- Management and supervision of staff and volunteers to ensure effective performance
- To provide leadership and direction to project staff and volunteers to ensure coordination and effective team work within the project
- To lead on the implementation of the goals of the project and the achievement of outcomes
- To manage and develop stakeholder relationships effectively including funders and partner agencies to ensure effective delivery and value for money
- To actively promote the services of the project through appropriate channels and at appropriate platforms
- To actively engage in fundraising activities to achieve greater financial sustainability and funding target for the project.
- To be responsible for the collection and analysis of performance data, producing management information and reports for internal and external stakeholders
- To be responsible for the effective communication to stakeholders, funders, beneficiaries including management of social media associated with the project
- To be responsible for the development and servicing of the Amaal
- To be responsible for the development and serving of the Amaal steering group

## Accountability

- This role is accountable to the Senior Manager of the Osmani Trust
- This role is responsible for all staff, volunteers, finances and resources in the Amaal Project

## Specific Duties

### *Management*

- Responsible for developing and implementing the Amaal strategic plan
- Responsible for developing and implementing Annual work plans
- Responsible for the oversight and sign off of quarterly plans produced by Project Staff
- Responsible for sign off of project proposal, project plans developed by project staff
- Responsible for organising and chairing staff and/or volunteers meetings

- To attend and facilitate team meetings, multi-agency meetings, consultation and co-operative working with statutory and non-statutory agencies.
- To ensure full participation in the following internal meetings: Managers meeting, Management Committee Meetings, one-to-one and supervision meetings, and any such internal meetings that may be deemed necessary
- Oversight of the young people's database
- To manage the safety of young people and be responsible for their care whilst they engage with the service and are participating in Osmani Trust activities, to ensure that Health and Safety processes and policies are followed and that risk assessments are in place as necessary; at all times having a duty of care to them
- Maintain an up-to-date knowledge of legislation and policy pertaining to young girls, women and youth work.

#### *Human Resources*

- Responsible for the supervision and management of all staff and volunteers
- Management of all processes involved in recruitment and induction of new staff or volunteers
- Management of staff leave, absence, sickness
- Be responsible for the continuous professional development of staff and volunteer through the provision of training opportunities

#### *Finance and Budgeting*

- Responsible for developing an annual budget profile for the project alongside the Finance Manager of OT
- Responsible for spending according to budget according to OT Finance Policy

#### *Stakeholder Management*

- Working closely with the Senior Manager for direction, guidance and oversight of the project
- Working alongside allocated OT Management Member and Steering Committee members
- Working with other project managers to deliver effectively
- Building and maintaining effective relations with all funders and partner agencies
- Developing good relations with local community

#### *Fundraising*

- Responsible for seeking out and securing funds for the on-going sustainability and growth of the project according to agreed annual targets
- Actively promoting services to secure new SLA's
- Developing and nurturing networks and relationships to open up opportunities for the projects growth
- Achieve annual sustainability target

#### *Marketing and Profiling*

- To ensure that relevant agencies are aware of the service, have the necessary materials and literature and that they are easily able to refer appropriate young people
- To develop promotional materials for the project and its services
- To maintain an active presence online using the blog and social media platforms

#### *Networking and partnerships*

- To work in a multi-agency setting e.g. Police, YOT, Secondary Schools, Training Providers, specialist projects/agencies to maximise development and learning opportunities for young people.
- To actively build relations with stakeholders and partners to further the goals of the project
- To seek out and participate on forums that are relevant to the work and goals of the project eg Crime, gangs, anti-social behaviour, youth work, detached work and so forth.
- To develop and cultivate relationships on a regional and national level to widen the scope of the project
- To remain up to date on opportunities which may arise as relevant to the service – including networking and knowledge-sharing

- To work in a multi-disciplinary way by: building and maintaining relationships with partners, sharing information in line with the Data Protection Act and Osmani Trust policies; attending relevant meetings as necessary

#### *Monitoring and Reporting*

- Responsible for ensuring accurate and up to date records are maintained of work undertaken
- Responsible for maintaining and developing systems of monitoring that can capture and analyse performance data to track progress of the project against outputs and outcomes
- Responsible for producing timely and accurate reports for the Management Committee and external funders

#### **GENERAL**

In carrying out the above role, the post holder will:

- Be available for the core hours of 11am – 4pm weekdays.
- Be available to work unsociable hours and occasional weekends when necessary
- Work with young people in accordance with the core values of youth work
- Adhere to and ensure the implementation Osmani Trust organisational policies and procedures within their role.
- Adhere to Health and Safety protocol and procedures in line with the nature of the role
- Be fully committed to the active promotion of the Osmani Trust Equality and Diversity Policy.
- Be committed to the involvement and participation of young people in the services they receive from Osmani Trust.
- Seek to improve his/her own performance and be committed to continuous professional development.
- To act as an ambassador for Osmani Trust and the Amaal Project, upholding and promoting our organisational values and ethos.
- To carry out any other work allocated/designated by the Senior Manager or Senior management Team within given deadlines.

#### **Commensurate Statement**

- The post holder will undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post.

PERSON SPECIFICATION

<b>Knowledge/Skills/Abilities</b>	<b>How assessed</b>	<b>Essential/ Desirable</b>
<b>Experience/knowledge</b>		
Educated to degree level	Application form	E
Further training in a related field e.g. VRQ, CQSW, counselling	Application form and interview	D
Experience of working within a youth provision, mentoring, or other related context	Application form and interview	E
Knowledge of Children’s Act & Criminal Justice legislation	Application form and interview	E
Experience of supervising staff & volunteers	“	E
An understanding and an empathy towards the difficulties the young people are experiencing and an ability to relate to young people on a one-to-one basis	“	E
Knowledge of provisions, education and developmental opportunities for young people living within the borough	“	D
<b>Abilities/Skills</b>		
Ability to motivate both young people and adults	Application form and interview	E
Ability to write reports to a high standard and maintain records clearly and concisely	“	E
Ability to communicate with a wide range of people in a variety of settings	“	E
Ability to both lead and work as a member of a team	“	E
Ability to be self-motivated and work on one’s own initiative.	“	E
Ability to fundraise for girls work	“	E



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