

# Job Description



**POST TITLE:** Female Project Manager

**HOURS:** Full Time (37.5hrs)

**LOCATION:** Tower Hamlets, London

**SALARY:** £25,000 - £33,000 per annum

**Terms and conditions:** Fix term until 31<sup>st</sup> March 2014  
(Extension possible subject to funding and performance)

**Responsible to:** Senior manager

**Responsible for:** Amaal Girls Project, SHAATHI Mentoring Project and Family Service staff and volunteers.

## Job Purpose

- To plan, develop and co-ordinate Osmani Trust's Girls, Family Work and Mentoring service to meet annual targets.
- To engage 'hard to reach' young people and families from the BME (Black, Minority and Ethnic Groups) communities.
- To be responsible for sustainability and strategic profiling to achieve the developmental and sustainability plan.

## Specific Duties

### *Management*

- To be responsible for the development, upkeep & implementation of culturally sensitive girls work, family work and mentoring.
- To develop and deliver targeted girls work, family work and specialist mentoring to support service users within group and 1 to 1 setting.
- To be responsible for the effective communication with stakeholders, funders, media, beneficiaries including management of social media associated with the service.
- Responsible for developing and implementing the strategic plan and annual work plans
- Responsible for the oversight and sign off of project proposal, project plans developed by project staff
- 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

- To ensure that Health and Safety processes are followed and that risk assessments are in place as necessary at all times
- Maintain an up-to-date knowledge of legislation and all Osmani Trust policies are adhered to.

#### *Human Resources*

- To provide leadership and direction to project staff and volunteers to ensure co-ordination and effective team work within the programme.
- Responsible for the supervision and management of all staff, volunteers and mentors
- Management of all processes involved in recruitment, leave, absence and induction of new staff, volunteers and mentors
- Be responsible for the continuous professional development of staff, volunteers and mentors through the provision of training opportunities.

#### *Finance and Budgeting*

- Responsible for developing an annual budget profile for the programme 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
- Work with other project managers and staff to deliver effectively
- Building and maintaining effective relations with all funders and partner agencies
- To liaise regularly with referral agencies such as schools, social services, youth offending team, PRU, Police, Connexions and Parents/Carers.
- To manage and develop stakeholder relationships effectively including funders, OT management and partner agencies to ensure effective delivery and value for money.

#### *Networking and partnerships*

- To work in a multi-agency setting e.g. Police, Social Services, YOT, Secondary Schools, Training Providers, specialist projects/agencies to maximise development and learning opportunities for young people and other service users.
- To seek out and participate on forums that are relevant to the work and goals of the programme e.g. Crime, sexual exploitation, 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 programme
- 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

### *Fundraising*

- Develop annual sustainability plan to achieve annual sustainability target
- Responsible for seeking out and securing funds for the on-going sustainability and growth of the programme according to agreed annual targets
- Actively network and promote services to secure new contracts and SLAs from relevant local authorities, government depts. and trusts.
- Developing and nurturing networks and relationships to open up opportunities for the programmes growth

### *Marketing, Profiling and Research*

- To ensure that relevant agencies are aware of the service,
- To develop promotional materials for the project and its services
- To maintain an active presence online using the blog and social media platforms. Respond to media queries with guidance from senior manager.
- To overlook specialist research projects on a bi-annual basis to influence policies to support vulnerable young people and families.
- To initiate quarterly seminars and annual conference to influence policies, educate practitioners and promote the work of the project.

### *Monitoring, Reporting and Safeguarding*

- To manage the safety of young people, vulnerable families and be responsible for their care whilst they engage with the services and activities of Osmani Trust.
- 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 SMT, Management Committee and external funders
- Ensure reports and weekly recording sheets are sent to Social Workers and lead professionals.
- Attend child protection meetings, reviews as and when required.
- Ensure Goal Setting Forms and Family Goal Setting Plans are developed and updated for all young people and families.
- To evaluate, review and improve service delivery. Produce service impact assessment annually.

## **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, Saturdays and occasional Sundays when necessary
- Work with young people in accordance with the core values of youth work
- 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 performance and be committed to continuous professional development.
- To act as an ambassador for Osmani Trust and the programme, upholding and promoting our organisational values and ethos.
- To work closely with other project managers
- To carry out any other work allocated/designated by the Senior Manager or Senior Management Team within given deadlines.
- To participate in group activities/excursions, residential and other community events

**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.

## Female Project Manager



### 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, family work or other related context	Application form and interview	E
Knowledge of Children's Act & Criminal Justice legislation	Application form	E
Experience of supervising staff & volunteers	"	E
Experience of project management, planning and development	Application form and interview	E
An understanding and empathy towards the difficulties that young people experience 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
Experience of successful fund-raising and budgetary control	Application form and interview	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 assess needs using agreed criteria	"	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 provide training for adults, volunteers and mentors	Application form and interview	D
An awareness of the different cultures client group within the programme	Application form	D



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