



# Job Description

**POST TITLE:** Project Manager  
**PROJECT:** Youth Academy  
**HOURS:** Part-time (15hrs)  
**LOCATION:** Tower Hamlets, London  
**SALARY:** £25,000 per annum pro-rata (0.4)

**CONTRACT:** Until end of 30th June 2014 (3 month's probation)  
(subject to availability of funding)

## Accountability

- This role is accountable to the Programme Manager of the Osmani Trust
- This role is responsible for all staff, volunteers, finances and resources in the Youth Academy

## Purpose

- The purpose of this post is to provide leadership and management of the Youth Academy to achieve the strategic and operational goals of the project.
- To be responsible for the achievement of all project goals, measurable outcomes and outputs
- To be responsible for the planning, delivery, control and monitoring of;

**Supplementary school**  
**Mother tongue & RE classes**  
**Sports, martial arts and recreational activities**  
**Adult fitness sessions**

## Principal Duties

- To be responsible for the development of the Youth Academy syllabus that is line with national curriculum and local authority guidelines
- To develop and deliver Youth Academy programmes to provide a platform for Social, recreational & educational development for young.
- To provide leadership and direction to project staff and volunteers to ensure co-ordination and effective team work within the project
- To manage and develop stakeholder relationships effectively including parents, 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 project target and ensure greater financial sustainability for the project
- To be responsible for the collection and analysis of performance data, producing management information and reports for internal and external stakeholders

## Specific Duties

### *Management*

- Responsible for developing and implementing the Youth Academy service plan
- To attend and facilitate team meetings, multi-agency meetings, consultation and co-operative working with statutory and non-statutory agencies.
- To manage the safety of young people, service users and be responsible for their care whilst they engage with the Youth Academy

- 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 in areas of education 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

#### *Fundraising*

- Responsible for seeking out and securing funds for the on-going sustainability and growth of the project according to agreed annual targets
- Developing and nurturing networks and relationships to open up opportunities for the projects growth

#### *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

#### *Networking and partnerships*

- To work in a multi-agency setting e.g. schools, Youth Services, specialist projects/agencies to maximise development and learning opportunities for young people.
- To develop and cultivate relationships on a local and regional level to widen the scope of the project
- 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 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 working hours every Saturday 9am – 5:30pm
- Be available to work unsociable hours when necessary
- Work with young people in accordance with the core values of mainstream education & 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 Youth Academy, upholding and promoting our organisational values and ethos.
- Organise annual parents day offering feedback on their children's development
- Develop aspirational plan for ALL young people enrolled to the Youth Academy
- Organise young people awards, educational trip and family fun day

**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.



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