

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 31st March 2014
(Extension possible subject to funding and performance)

Responsible to: Senior manager

Responsible for: Girl's, Family and Mentoring Service

Job Purpose

- To plan, develop and co-ordinate Osmani Trust's Girls, Family Work and Mentoring service.
- 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 plan and sustainability plan.

Principal Duties

1. To be responsible for the development, upkeep & implementation of culturally sensitive girls work, family work and mentoring.
2. To develop and deliver targeted girls work, family work and specialist mentoring support within group setting and 1 to 1 setting.
3. To plan, develop and other specialist interventions for 'hard to reach' and disengaged young people and families.
4. Responsible for receiving, assessing, matching and developing appropriate interventions.
5. Ensure reports and weekly recording sheets are sent to Social Workers and lead professionals.
6. Attend child protection meetings, reviews as and when required.
7. To evaluate, review and improve service delivery on a regular basis and the entire project annually.
8. Ensure Goal Setting Forms and Family Goal Setting Plans are developed and updated for all young people and families.
9. To liaise regularly with referral agencies such as schools, social services, Youth Offending Team, PRU, Police, Connexions and Parents/Carers.
10. To provide leadership and direction to project staff and volunteers to ensure co-ordination and effective team work within the programme.

11. To overlook specialist research projects on an bi-annual basis to support vulnerable young people and families.
12. To initiate quarterly seminars and annual conference to influence policies, educate practitioners and promote the work of the project.
13. To lead on the implementation of the goals of the service and the achievement of outcomes
14. To manage and develop stakeholder relationships effectively including funders and partner agencies to ensure effective delivery and value for money.
15. To actively promote the service through appropriate channels and forums.
16. To be responsible for the collection and analysis of performance data, producing management information and reports for internal and external stakeholders.
17. To submit regular reports to line manager, steering committee, management committee, funders and referral agencies as and when required.
18. To be responsible for the effective communication to stakeholders, funders, media, beneficiaries including management of social media associated with the service.
19. To be responsible for the development and serving of specialist service steering groups.
20. To participate in group activities/excursions, residential and other community events
21. To evaluate, review and improve service delivery

Accountability

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

Specific Duties

Management

- 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
- 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
- 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.
- To ensure that all Osmani Trust policies and protocols are adhered and are implemented.
- 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 policies

Human Resources

- Responsible for the supervision and management of all staff, volunteers and mentors
- Management of all processes involved in recruitment and induction of new staff, volunteers or volunteers

- Management of staff leave, absence, sickness
- 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
- Working alongside allocated OT Management Member and Steering Committee members
- Working with other programme managers and staff to deliver effectively
- Building and maintaining effective relations with all funders and partner agencies
- Developing good relations with the local community

Fundraising

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

Marketing and Profiling

- 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 with media queries with guidance from senior manager.

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 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 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

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, Saturdays and occasional Sundays when necessary

- Work with young people in accordance with the core values of youth work
- Adhere to and ensure the implementation of 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 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 programmes/ project managers
- 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.

SHAATHI Project manager



PERSON SPECIFICATION

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
Experience/knowledge		
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	E
Abilities/Skills		
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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