

THE PORTLAND PROJECT

Senior Project Manager Job Specification and Recruitment Pack

OVERVIEW

Island Community Action (ICA) is a small charity based on Portland, Dorset. We formed in 1999 to support the local community through activities and services that achieve one or more of the following aims:

- Tackle deprivation and improve mental, physical and social wellbeing, including reducing isolation and loneliness, food poverty and malnutrition.
- Support residents to live happier, healthier, more socially connected and independent lives for longer.
- Increase life chances and quality of life through 'hands on' experiences, learning and training, helping individuals reach their full potential.
- Support those wishing to volunteer or offer volunteering roles, helping to increase the number of local volunteers and create a more cohesive, fulfilled and engaged community.
- Support local residents, groups and organisations to create and deliver their own community-based solutions.
- Inspire and support collaborative working in order to share best practice and resources, reduce costs and co-create more robust, people-centered and sustainable solutions.
- Support and showcase local initiatives and activities that promote, improve and protect the local area, its community, culture, economy, health, heritage and natural environment.
- Contribute towards local regeneration.
- Maintaining a complete and current understanding of Portland's community, culture, heritage, environment and needs within a local, regional and national political / opportunity framework.

In June this year, we were fortunate enough to have secured funding from the National Lottery Community Fund to develop and deliver a new five-year initiative, The Portland Project.

The Portland Project will deliver several extended and new initiatives for the Island. These initiatives will focus on a range of ages and needs. We will collaborate with several local partners, including Portland Town Council (who have provided match-funding) to deliver the project.

To help us achieve our aims, we are recruiting a Senior Project Manager (SPM 2), responsible for delivering several key workstreams within the project.

The position is part-time (32hrs per week) on a five-year fixed-term contract at a salary of £20,000.00 per annum (+ 1% annual increase and pension contribution). The role comes with 20 days of annual leave per year (excluding bank / national holidays). Some out of hours and flexible working will be required.

THIS ROLE IS BEING ADVERTISED BOTH EXTERNALLY AND AS AN INTERNAL PROMOTION OPPORTUNITY. THE DEADLINE FOR APPLICATIONS IS FRIDAY 13TH AUGUST (12PM), WITH INTERVIEWS ON WEDNESDAY 25TH AUGUST (PM). APPLICATIONS MUST BE RETURNED TO THE ICA OFFICE, EASTON OR VIA EMAIL: office@islandcommunityaction.org.uk WITH SPM 2 APPLICATION IN THE SUBJECT LINE.

THE ROLE

Key responsibilities are:

1. To work with ICA's CEO and the wider ICA team, including the Board of Trustees (BoT), to deliver the aims, objectives and commitments of The Portland Project initiative, particularly the workstreams and activities outlined below.
2. To deliver these designated workstreams within the ICA's delivery framework, including all legal, policy, process, procedure, budget and time requirements, achieving maximum impact whilst ensuring all milestones, quality thresholds, and outcomes are achieved.
3. To consult with, listen and involve the local community in designing and planning the overall approach for each workstream.
4. To regularly review and evaluate each workstream as required, including both qualitative and quantitative evaluation, proposals for refinement and future sustainability.
5. To broker, manage and nurture the mutually beneficial partnerships required to deliver the workstreams at a local and county level.
6. To secure new promotional opportunities for ICA's services, activities and events.
7. To identify and produce proposals for future related services, activities and events.
8. To work with the CEO in identifying and securing any additional funds required to deliver these services, activities and events.
9. To represent and promote ICA and its services, activities and events into the broader community, including meetings, conferences and stakeholder groups.
10. To feed into and provide information / data for future ICA strategy and planning.
11. To keep an up-to-date record of all relevant activity associated with the SPM 1 and SPM 2 workstreams via the ICA_Project Plans, AirLog & Targets document, ensuring this is updated before ICA's fortnightly meetings with the Chair and CEO.
12. To provide additional reports to the CEO and BoT, reflecting achievements, key activity updates, opportunities and future planning when required.

In delivering the workstreams outlined below, to always work collaboratively with the wider ICA team to ensure a coordinated and cohesive approach across all workstreams, including the sharing of effort, best practice, resources, budget and partnerships.

Duties and tasks to fulfil the key responsibilities:

The SPM 2 role will develop, deliver and manage the following workstreams (some already exist and will be expanded, others are new). For both, you will drive the development and delivery. You will also support colleagues when they are absent or under short-term delivery pressures:

1. All ages general expanding offer...

- 1.1. Community Crafters (crafting for community-based good causes).
- 1.2. The Man / Women's Shed.
- 1.3. Pride in Place, including Pride of Portland Community Awards and Make A Wish.

2. New Children, Youth and Families offer...

- 2.1. A forum for local organisations working with Portland's youth/family support and activities to collaborate.
- 2.2. A range of youth-focused activities, including Portland Youth Council, a youth volunteering schemes plus life and leadership skills.

3. All ages expanding Volunteering Bureau offer...

- 3.1. Engagement, induction and training of ICA's volunteer team.
- 3.2. Support for engaging volunteers for Portland's other volunteer organisations.
- 3.3. Personal development and benefits package for local volunteers across the Island.
- 3.4. Annual campaign promoting local volunteering opportunities and benefits.
- 3.5. Youth volunteer programme.

4. New Community offer...

- 4.1. Community Forum for local organisations to network, coordinate support, forward plans, and build capacity.

5. JOINTLY DELIVERED WITH SPM 1 – Expanding and/or new services...

- 5.1. Portland Podcasts (news and entertainment, created by and for residents). To include 'voice service' via smart speaker for digitally disengaged older residents.
- 5.2. Infrastructure support for other community-based organisations.
- 5.3. Annual community consultations for ICA and others (establishing concerns, needs and priorities; floating future proposals and gathering feedback on existing activities).
- 5.4. Community Connectors programme (residents trained by ICA's qualified Mentoring & Community Organiser staff to identify/signpost those needing support).

In addition, the SPM 2 role will also manage all volunteers associated with the delivery of their designated workstreams. At all times, you will be supported by ICA's CEO, BoT and the wider staff team.

ESSENTIAL SKILLS, EXPERIENCE AND QUALITIES

1. Understanding of and commitment to the aims of ICA. You can find out more at: <https://islandcommunityaction.org>
2. A youth-focused degree, e.g. Youth & Community Studies or Childhood & Youth Studies.
3. Experience in broader community development work.
4. Experience working with statutory service support teams at a local and regional level.
5. Knowledge of and experience in the voluntary sector, including leading and motivating volunteer staff.
6. Knowledge of the challenges and issues impacting Portland's island community.
7. Experience in delivering projects with multiple phases, tight timelines and budgets, and multiple stakeholder interests.
8. Experience in managing multi-disciplined teams of volunteers.
9. Self-reliance, initiative, flexibility, confidence and ability to work without close supervision.
10. The ability to relate effectively, pro-actively and sympathetically with a wide range of external organisations and individuals.
11. Excellent verbal, written and social media communication skills.
12. Practical, effective and demonstrable administrative skills, including IT-based financial record-keeping.
13. Experience in devising, submitting and delivering effective fundraising activities.
14. Experience in managing risk assessment, safeguarding and health and safety policies and procedures.
15. Energy, enthusiasm, patience and a sense of humour.
16. A creative, enthusiastic and innovative approach to working within ICA and The Portland Community.

17. Ability to hit the ground running and respond to challenges quickly and effectively whilst adhering to all relevant legal, safeguarding and health and safety protocols.
18. Excellent IT skills, including the ability to competently use Microsoft Office (Office 365, Teams, Word, Excel, Outlook and PowerPoint).

DESIRABLE SKILLS, EXPERIENCE AND QUALITIES

1. First Aid at Work certificated
2. Safeguarding Children – Designated Leader Level 3 certificated
3. Safeguarding Vulnerable Adults certificated
4. Experience in devising and delivering effective fundraising activities.
5. Excellent written and verbal presentation skills.
6. Willingness to work out of hours.
7. A full clean driving licence and the use of a car for work (or other reasonable alternative means of travel).

“Joining the Charity has made a huge difference to my life. I have made so many wonderful friends and been able to give back to the community by helping people, and I find this role very rewarding. Belonging to ICA has enabled me to fit into the local community and feel right at home. Volunteering has changed my life!” Edgar, ICA Volunteer

See next page for application process...

APPLICATION FOR SENIOR PROJECT MANAGER – ICA

1. PERSONAL DETAILS

First Name:	
Surname:	
Preferred Title:	Mr / Mrs / Miss / Ms
Address:	
Home telephone:	
Mobile:	
Email:	
National Insurance number:	

2. EDUCATION AND TRAINING - FROM AGE 11 (starting with the most recent first)

Schools/College/University	Dates From	To	Qualifications obtained (include grades and membership of professional institutions, etc.)

3. PRESENT OR MOST RECENT EMPLOYMENT

Employer's Name:	
Job Title:	
Employer's Address:	
Date Appointed:	
Period of Notice:	
Current Salary (gross, per year):	

Date Left (if applicable):	
Reason for leaving:	
Please give a brief description of your main duties and responsibilities:	

4. PREVIOUS EMPLOYMENT HISTORY (most recent first)

Please give details of your previous paid or unpaid work, including any periods of unemployment (continue on separate sheet if necessary).

Employers name and address	Dates From	To	Position held and summary of duties	Reason for leaving

5. RELEVANT EXPERIENCE

Please use this section to explain your skills, abilities, and knowledge to make you a suitable candidate for the post, including any significant achievements in your career to date. In completing this section, please refer to the requirements in the job description and person specification. You are welcome to include examples of voluntary/unpaid work which you feel will support your application. Continue on a separate sheet if necessary.

6. REFERENCES

Would you please provide the names and addresses of two referees (who are not related to you), one of which must be your current or most recent employer?

Reference 1

Name:

Relationship to you:

Address:

Telephone no / mobile:

Reference 2

Name:

Relationship to you:

Address:

Telephone no / mobile:

May we contact them prior to interview?

Yes / No

7. DECLARATIONS & OTHER

Do you have a full current driving licence?

Yes / No / Provisional

Do you have a car available for your use at work?

Yes / No

Do you require a work permit?

Yes / No

Have you been convicted of a criminal offence?

Yes / No

If yes, you are required to disclose brief details on a separate sheet, giving the nature of the offence, date of conviction and sentence passed. You may disregard convictions, which are 'spent' under the provisions of the Rehabilitation of Offenders Act, 1974. Failure to do so could result in dismissal or disciplinary action. All information will be treated in confidence.

I understand that any offer of employment will be subject to the information given on this form being correct. In addition, any appointment may be subject to a satisfactory medical report, references and asylum and immigration documentation. This employment involves working with vulnerable adults and children under the age of 18 and/or vulnerable adults; as such, ICA will require a Disclosure and Barring Service (DBS) check and subsequent approval.

Signature:

Date: