

PROJECT MANAGER

Job Description



Local Trust | Big Local



PROJECT MANAGER

BIG LOCAL BROAD GREEN [BLBG]

Hours of work:

37 Hours Per Week (Hours negotiable between 3-5 days. This role will include some evenings and weekend hours)

Salary:

£33,000 - £35,000 per annum (Pro Rata for PT)

Holiday:

25 days per annum plus public and bank holidays.

Employed by:

BGBL Staff are employed by Community Alliance Broxbourne and East Herts (CABEH) whose terms of contract will apply.

Responsible to:

This role will report to the a named person from CABEH with reference to the Chair of the BLBG Partnership and Broad Green Common.

Location:

The BGBL Office base is 38 Keeley Rd, Croydon CR0 1TF

Purpose of Job:

The primary purpose of the post is to assist the steering group and then the Trustees of the new Charity to ensure effective delivery of the current programme and the transition to the new community hub, once it is constructed.

MAIN TASKS AND RESPONSIBILITIES

DUTIES WILL INCLUDE:

- The post-holder will be responsible for the management of any volunteers and/or salaried staff taken on by BLBG.
- Responsible for the compliance and health and safety of the centres, observation of local relevant bylaws, including regular updating of policies and procedures, ensuring that the reputation of the community centre is safeguarded.
- Ensure that the buildings work towards Carbon Net Zero through energy efficiency, zero waste and active travel and other policies.
- Develop and maintain an annual budget with monthly reporting to the BLBG Trustees.
- Responsible for all internal finance systems, including managing Charity Bank account, and preparing (with Accountant) monthly and Year End accounts.
- Develop mechanisms and set up systems for measuring social impact and financial success.
- Ensure all reporting to funders is of a high standard and within the time scales set
- Encourage the Council, local statutory services, local voluntary sector bodies and local business organisations to use the centres for open days, social events, public meetings, advice services and conferences etc
- Maintain positive relationships with all external agencies, including local authorities, the local community, voluntary sector organisations, business contacts, the media and all other stakeholders and clients of the community centres.
- With the administrative worker, schedule, attend and ensure minutes are taken all BLBG Trustee meetings and Broad Green Common Board meetings.

HUB MANAGEMENT RESPONSIBILITIES:

- Ensure the building is kept clean and secure at all times, through overseeing day to day repairs, cleaning and regular external service contracts.
- Ensure that hire charges and terms and conditions of hire are regularly reviewed and updated and information and procedures for users of the centre are in place.
- Ensure services provided by hirers are compliant with the terms of their hire.
- Respond effectively to the needs of centre users, customers and the local community including learning from feedback and utilising this to make changes where necessary
- Accountable for the promotion of the use of the centre including the development of a community centre website.
- Undertake such additional duties as necessary in relation to the work of the community centre.

TRANSITION TO THE NEW COMMUNITY HUB (PAVILION):

- Liaison between the steering group, trustee board, developer, advisors and other professionals involved on the construction of the new hub and open space. Including on the lease, internal fit out and open space design.
- Oversee the staged plan for the development of the Pavilion by coordinating the architects, local authority, fundraiser, trustees and key subgroups.
- Develop an online booking system.
- Responsible for working with the BLBG Trustees and fundraiser to develop a funding strategy that ensures all relevant sources are researched and applied for by the appropriate deadlines.
- Identifying, researching and generating new business opportunities in order to bring in a regular stable revenue, improving profitability and business growth, being accountable for ongoing project management and business development.

PERSON SPECIFICATION:

Personal Qualities

The Manager will have a strong commitment to helping members of the community get involved with the centre. The Manager will also need to be self-reliant, energetic, and able to work on their own initiative and to prioritise activities.

The continued success of the centres will depend heavily on the organisational skills of the Manager and their ability to communicate effectively with all members of the community and work alongside colleagues, Partners and Trustees.

See the next page for *Essentials & Desirables*.

PERSON SPECIFICATION

01	Experience of working at a senior level in community buildings	ESSENTIAL
02	A professional attitude and approach to the management of the centre	ESSENTIAL
03	Excellent written and verbal communication skills	ESSENTIAL
04	Customer service skills	ESSENTIAL
05	Confident, self-motivated, innovative, and able to work without direct supervision.	ESSENTIAL
06	Good leadership skills with the ability to develop and support others.	ESSENTIAL
07	Good facilitation skills and diplomatic.	ESSENTIAL
08	Able to prioritise work and demands.	ESSENTIAL
09	Ability to be proactive and demonstrate initiative.	ESSENTIAL
10	A strong commitment to community-based services	ESSENTIAL
11	Ability to network well on behalf of the charity and develop collaborative approaches.	ESSENTIAL
12	Computer literate with a good working knowledge of Microsoft packages, particularly Excel	ESSENTIAL
13	Understanding of financial budgets and their preparation	ESSENTIAL
14	Able to work flexible hours including some evenings and weekends.	ESSENTIAL
15	Proven experience in the voluntary sector or community development	DESIRABLE
16	Experience in Business or Project management	DESIRABLE
17	Ability to travel independently ideally with own transport.	DESIRABLE
18	Knowledge of the community and geography of the local area	DESIRABLE
19	Accounting knowledge; familiar with Xero, Stripe or online banking systems	DESIRABLE

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GUIDANCE NOTES FOR APPLICANTS

The application form is designed to enable candidates to be assessed for shortlisting purposes. The following notes are designed to help you in the completion of the application form and in obtaining employment with Community Alliance Broxbourne & East Herts c/o Big Local Broad Green.

GENERAL POINTS

1. The form should be typed for emailing and copying purposes.
2. Please complete all sections including the Monitoring Information (PART 8). This information is necessary to assess the effectiveness of our Equality and Diversity Policy and will not be used for selection purposes.
3. Please return this application by email to: recruitment@communityalliancebeh.org.uk. Applications may only be submitted by email and confirmation of receipt will be sent to you. However, we will also accept CV's. If you experience difficulties or are unable to send by email, please call **0300 123 1034**.
4. Take note of the closing date of **Tuesday, 5th March 2024** and make certain your application form is emailed so that it arrives by **12:00 noon** of that date.
5. It is hoped that interviews for this post will take place on **Tuesday, 12th March 2024**. Candidates selected for interview will be notified by email of the time and venue of their interview along with any other information. In exceptional and genuine circumstances (e.g. pre-booked holidays) we may have the discretion to rearrange interviews in individual cases. Candidates who withdraw or fail to attend their interview without prior agreement will not be considered.
6. Depending on the number of applications received, it will not always be possible to notify applicants who have not been selected for interview.

Further questions / Informal discussion

If any prospective applicants have further questions before submitting their application/ CV's, or wish to arrange a mutually convenient time for an informal discussion they should email them to Michal Siewniak, Engagement Manager for the Community Alliance Broxbourne and East Herts

Email: michal@communityalliancebeh.org.uk or call: 07825021746.