

## **Women's Community Matters – Job Description**

<b>ROLE TITLE:</b>	<b>Project Development and Delivery Manager</b>
<b>WCM002:</b>	Health, Domestic Violence, Young People and Education
<b>REPORTING TO:</b>	Senior Officer
<b>RESPONSIBLE FOR:</b>	Project worker staff, volunteers and students
<b>LOCATION:</b>	Nan Tait Centre, Abbey Road, Barrow-in-Furness. LA14 1LG
<b>START DATE:</b>	19 <sup>th</sup> March 2018
<b>SALARY:</b>	£24,500 per annum
<b>HOURS:</b>	37 per week
<b>CONTRACT:</b>	Permanent position subject to successfully passing a Probationary Review at the end of a 3 month period

**Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1.**

### **PRIMARY OBJECTIVES**

- To develop and deliver project work around several key themes within the context of the Women's Community Matters philosophy and strategic plan, as determined by the Senior Officer and Board of Trustees.
- To manage Project Worker staff, volunteers, students and resources to carry out project activity to achieve the above.
- To ensure delivery of your projects remains within the allocated budget
- To promote the ethos of Women's Community Matters

### **PRIMARY DUTIES**

1. To have day to day responsibility for the development and delivery of specific project areas in line with the philosophy and strategic plan of Women's Community Matters.
2. To have day to day responsibility for the management of Project Workers delivering across your specific project areas in line with the strategic plan of Women's Community Matters.
3. To work on project delivery as and when required and/or appropriate.
4. To report all aspects of activity, organisational risks and planning to the Senior Officer as appropriate and when required.
5. To work with the Senior Officer to produce, implement and monitor the business planning around your specific project areas.
6. To work with the Senior Officer to develop and monitor budgets to facilitate project delivery in your specific project areas.
7. To co-ordinate and ensure the monitoring and evaluation of projects and report to the Senior Officer.
8. To undertake the day to day supervision of staff and volunteers working on your specific project areas.

9. To provide coordination, line management and supervision to staff, volunteers and students working on your specific project areas.
10. To ensure appropriate systems, procedures and record keeping are in place across your specific project areas.
11. To assist the Centre Co-ordinator with the operational management of the Centre.
12. To ensure effective communications between Project Worker staff, volunteers, students and other service providers within the Centre.
13. To promote the involvement, voice and feedback of the women using the Centre.
14. To take responsibility for publicity and media communication in relation to your specific projects areas, in liaison with the Senior Officer.
15. To promote equality and diversity across all aspects of Women's Community Matters and the Centre.
16. To contribute to all Health and Safety related matters and ensure compliance with all relevant Health and Safety policies and procedures; remembering that Health and Safety is the responsibility of everyone in the organisation.
17. To promote Women's Community Matters as a valuable resource for women with complex needs.
18. To work with a broad range of voluntary and statutory agencies and key partners in promoting and developing your specific project areas.
19. To engage with national and regional organisations and partnerships in relation to your specific project areas.
20. To attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Senior Officer.

Last amended January 2018.