

Project Lead

Job Description and Person Requirements

Job Title	Project Lead
Hours	PART TIME 30 hours per week, DAYS AND TIMES TBC
Salary Range	£29,330.00 AMOUNT FTE BASED ON 37 HOURS PER WEEK, PRO RATA FOR 30 HOURS PER WEEK £23,782.00
Reporting Arrangements	Working as a part of the AUKS Lifescape Team and Reporting to the Community Operations Senior Lead
Contract	Fixed term contract until October 2029 subject to 6 months Probationary period
Location	Based at Age UK Stockport with travel required to community venues across Stockport. Flexible or hybrid working may be available where the role permits.
The Role	
Core Purpose	To provide strategic and operational leadership for LifeScape, ensuring the programme delivers its objectives, outcomes and long-term legacy. The Project Lead will embed community leadership, strengths-based practice, inclusion and positive ageing throughout all areas of delivery.
Main Role	The Project Lead will lead the planning, coordination, delivery and evaluation of LifeScape. They will create the conditions for staff, residents and partners to work effectively together; maintain clear oversight of quality, finance, risk and performance; and translate learning into a practical toolkit and sustainable future model.

Key Tasks	• Develop and maintain a clear project plan, delivery timetable, milestones, outcomes framework and risk register. • Lead, motivate and line manage the Community Training Facilitator, Community Workshop Coordinator and Strength Based Community Facilitator. • Oversee project budgets, resources, procurement and expenditure, ensuring value for money and accurate financial forecasting. • Build and sustain strategic partnerships across Stockport, including voluntary, community, public-sector and neighbourhood organisations. • Establish and support an inclusive Community Alliance that gives residents and people with lived experience a meaningful role in project decisions. • Ensure activity is accessible, strengths based, co-produced and responsive to communities experiencing inequality or exclusion. • Monitor outputs, outcomes, learning and impact, using quantitative data, feedback and stories of change. • Prepare timely, high-quality reports for funders, senior colleagues, governance groups and partners. • Lead development, testing and dissemination of the LifeScape Toolkit and sustainability plan. • Promote LifeScape across Stockport and communicate its learning, achievements and opportunities clearly. • Identify, assess and manage operational, financial, safeguarding, reputational and delivery risks.
Responsibilities	• Provide effective project governance, assurance and accountability. • Set clear expectations, provide regular supervision and support staff wellbeing and development. • Maintain accurate project, financial and performance records. • Ensure delivery remains aligned with funding conditions, agreed outcomes and organisational priorities. • Champion safeguarding, equality, diversity, inclusion, GDPR, health and safety and all relevant Age UK Stockport policies. • Support continuous improvement by acting on evidence, feedback and learning.
Strengths	The Project Lead will deliver results by: • Providing confident, inclusive and supportive leadership. • Building trust and inspiring collaboration across organisational and community boundaries. • Combining strategic thinking with practical delivery. • Being organised, accountable and focused on outcomes. • Communicating complex information clearly to varied audiences.

	• Encouraging innovation, reflection and continuous improvement. • Championing community-led solutions and valuing lived experience.
Requirements	Essential • Substantial experience of managing community-based, partnership or grant-funded projects from planning through to evaluation. • Experience of line managing, supervising and developing staff, with experience of supporting volunteers or community leaders. • Strong partnership-building and stakeholder-management skills, including the ability to influence and negotiate. • Experience of monitoring outcomes, analysing evidence and producing clear reports for funders or governance bodies. • Sound financial management skills, including budget monitoring, forecasting and responsible use of resources. • Excellent written, verbal, facilitation and presentation skills. • Ability to prioritise, solve problems, manage risk and deliver to deadlines in a complex environment. • Commitment to safeguarding, inclusion, co-production, positive ageing and strengths-based ways of working. Desirable • A recognised project management qualification or equivalent demonstrable experience. • Experience of working with older people or communities affected by health inequalities and social exclusion. • Knowledge of Asset-Based Community Development, community organising or co-production. • Experience of developing toolkits, sustainable service models or approaches that can be replicated.
AUKS under pinning VALUES	All workers work in alignment with our Core Values at all times and in all respects; that is internally in the way we behave to each other as well as externally with all our clients, partners and other contacts. CONNECTED ... Working with respect for all in a fair and equitable manner, and together with others in the local community. CONFIDENT ... Confident in our integrity and our effectiveness; working with a positive, bold and supportive approach. CREATIVE ... Adaptable, innovative, and resourceful; solution and outcome focused. In addition, all staff work in an holistic way and with a strength-based approach to all people and situations.
Employee Benefits	You will be rewarded with knowing that you have been part of a committed team that has helped change people's lives, and supported with comprehensive policies for quality operations, effective health and safety, and an active commitment to environmental issues and social value activities.

	You will also receive some great direct benefits: • 25 Days Leave plus bank holidays (rising with extended service) • Flexible & Hybrid working options where the role permits • Occupational sickness pay, maternity, paternity and adoption leave policies • Access to auto enrolment Pension Scheme • Continuous Professional Development Opportunities including a range of Training options • Wellbeing policies, support & benefits • Environmental Policies and plans
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Application Process	To arrange to discuss the role please contact Hazel Batty Submission of CV to HR@ageukstockport.org.uk
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The nature of this post will require flexibility and therefore, this job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied (after discussion with the post-holder) subject to the needs of the service and in keeping with the general profile of the post.