

AGE CONCERN DURHAM COUNTY Trading as Age UK County Durham

Post of	Projects Manager (26.03)
Responsible to	Chief Executive Officer
Responsible for	Project management
Location	Houghton House, Belmont Business Park, Durham
Hours	37 hours per week. Monday – Thursday 8.30am to 4.30pm & Friday 8.30am to 4.00pm
Salary	£34,373 per annum + 5% pension contribution to Organisation's Pension Scheme.
Holiday Entitlement	38 days per annum including statutory holidays and Christmas closedown

Main purpose

Key tasks

1. To ensure the effective management and monitoring of all work programmes and the continued development of new activities in line with the overall Strategic Development Plan and identified needs.
2. To contribute to the initiation of new projects/activities in consultation with the Senior Management Team.
3. To secure funding for continuous development and sustainability of programmes of work.
4. To ensure that along with the senior management team, Age UK County Durham has a high profile with older people, service users, commissioners and providers and that it is recognised as a reputable organisation providing high quality services.
5. To take part in negotiations with funders and potential funders and performance review meetings for contracts etc.
6. To contribute to the implementation and review of policies and procedures which reflect best practice and the needs of service users and current legislation.
7. To manage, motivate and support project staff and volunteers and coordinate their recruitment, induction, training and development.
8. To ensure that an effective system of staff support and appraisal is in place.
9. To plan, monitor, support and evaluate the work of the projects team ensuring that robust performance measures are drawn up and implemented.
10. To ensure that service users are involved in the development and evaluation of services and that standards are adhered to.
11. To monitor all project expenditure reporting any significant variances to the Finance Manager and ensuring that any remedial action required is taken.
12. Contribute to the preparation of business plans, fundraising applications for projects and reports/returns to funders in consultation with the Senior Management Team.

13. To ensure that organisational policies and procedures are effectively implemented and that all legislation including Health and Safety Regulations are adhered to, arranging staff training where appropriate.
14. To conduct annual risk assessments on all Age UK County Durham's managed premises and projects.
15. The production of relevant information and reports for the Chief Executive Officer and Board of Trustees etc as appropriate.
16. To represent Age UK County Durham locally, regionally and nationally as required.
17. Attend Board of Trustee, Senior Management and Staff Meetings.
18. Any other duties as reasonably requested.

General terms and conditions

There will be a requirement to travel therefore a current valid driving licence and daily access to a car is essential for this post. Mileage rates as agreed by our Board of Trustees will be paid for the use of a car for business use.

The appointment will be made subject to the receipt of references and an Enhanced Disclosure and Barring Service vulnerable children and adults check that meet the requirements of the organisation.

Age UK County Durham operates a no smoking policy in all of its premises.

Age UK County Durham is an equal opportunities employer.

PERSON SPECIFICATION

Essential Criteria

- Proven experience at a senior level in a private, voluntary or public sector organisation.
- Understanding of budgetary preparation and control.
- Proven and successful record of fundraising/income generation and of negotiating funding and contracting at a senior level.
- Proven experience of project management and development and the management of change.
- Experience of managing staff and volunteers and team leadership.
- Experience of development and implementation of monitoring and evaluation mechanisms.
- Negotiation skills and experience.
- Knowledge and understanding of the legal framework within which charities operate.
- Ability to work collaboratively with personnel from other agencies achieving and maintaining confidence and credibility.
- Excellent interpersonal skills and the ability to manage and lead others.
- Good communication and presentation skills and ability to produce clear, concise and accurate reports.
- Good time management skills and the ability to work flexibly, creatively and prioritise own workloads.
- Understanding of issues in user involvement and older people's participation.
- Awareness of social and health policy issues affecting older people.
- Computer literate.
- Commitment to Equal Opportunities in all aspects of employment and services.

- Full clean driving licence and use of own vehicle.
- Flexible attitude to work. Some evening or weekend work is inevitable for which time in lieu will be given.

Desirable

- Experience of working in the charity sector
- Experience of quality control and assessment
- Experience of promotions through social media

Assessment

- Application form
- Interview
- Presentation