

Project Manager

Hastings men's health and wellbeing Project

Job description – April 2022



Responsible to:	Director of HVA
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	22.5 per week
Salary:	Starting at NJC new scale point 26 (currently £30,451 for a full time role), rising to scale point 28 (subject to performance).
Duration:	Fixed term until April 2025
Holidays:	27 days plus bank holidays (pro rata)
Pensions:	HVA will match up to 7% of salary in a NEST pension scheme.

OVERALL PURPOSE OF JOB

The purpose of the role of Project Manager (PM), for this project, is to lead on working with local communities, services and groups to establish a social movement for men's health and wellbeing in Hastings and St Leonards, using an 'Asset Based Community Development' approach, which maximises and builds on the wealth of assets that already exist.

This social movement will mobilise collaborative action between:

- Male residents who have lived experience of needing and / or accessing support around the wider determinants of their health and want to be involved in improving outcomes for men in their communities; and
- Services and community groups which either seek to support men around the wider determinants of their health or have responsibility for other health assets (physical and environmental), that impact on health and wellbeing for men.

By the end of this project, the aim will be for the movement to be in a position where it is able to continue its mission into the future. To support this, the movement will need to have a sustainable structure in place, which is led by numerous people, rather than just one or two individuals. The movement will also need to be known by senior leaders in Hastings and St Leonards and be seen as a crucial element in improving outcomes for men.

The PM will be supported in the planning and delivery of this project by a full-time Community Development Worker. They will also be supported by members of the project's existing steering group.

Main Tasks

Community Engagement

- Develop and implement a community engagement and communication plan, which describes the delivery and evaluation of activities which promote the movement and offer men in our priority areas and population groups the opportunity to get involved in its establishment.

Learning and development

- Develop a learning and development programme which signposts to a range of local opportunities that will enable movement members to contribute effectively.
- Lead on the delivery of learning and development sessions as appropriate.
- Oversee monitoring and evaluation of learning and development sessions.

Collaborative working

- Identify, develop and maintain partnerships with key statutory services, voluntary organisations and community groups within Hastings and St Leonards that can offer opportunities for collaboration.
- Actively pursue good working relationships with residents, community groups, voluntary organisations and statutory services within Hastings and St Leonards.
- Review the Terms of Reference for the project steering group and update accordingly, including inviting new members.
- Develop, coordinate and facilitate forums/workshops which bring together residents, community groups, voluntary organisations and statutory services to work collaboratively with each other on various pieces of work for this project.
- Lead on identification and roll out of a mechanism which enables those unable to attend forums/workshops to contribute.
- Identify and participate in Hastings and St Leonards network meetings relevant to this project.

Informing and reporting

- Ensure that comprehensive and accessible information about the men's health and wellbeing project is available to men in our priority areas and population groups
- Lead on monitoring and evaluation of work undertaken.
- Chair project steering group meetings and provide project updates
- Provide written and statistical reports, as required, to HVA management and the project steering group.

Management reporting:

- Agree and manage budgets associated with this project
- Review and update existing project plan, as developed previously by project steering group, and provide regular updates against plan
- Provide line management support to Community Development Worker, including regular supervision, absence management etc.
- Set up appropriate administrative and recording systems.
- Ensure activities are delivered, safely, on time, to target and within prescribed budgets
- Oversee development of funding bids as appropriate

Other:

- The varied nature of the role requires flexibility to undertake other appropriate and relevant duties as they occur.
- Attend training/development programmes and staff meetings/briefings.
- Work collaboratively as part of HVA's staff team towards the aims and objectives of the organisation.
- Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.

- Undertake any other duties as required which are in line with the post.

EQUAL OPPORTUNITIES

HVA is an equal opportunities employer and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

HEALTH AND SAFETY

All staff have responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with HVA health and safety policies and to undertake specific health and safety responsibilities as necessary.

This job description will be reviewed from time to time or as necessary and may be amended to meet the changing needs of the organisation. It will also be used as the basis for the determination of objectives and the content is subject to annual review.

Person Specification

Essential skills and abilities

- Excellent spoken and written communication skills including report writing
- Able to manage a budget and plan and deliver activities within the budget
- Strong organisational and workload management skills
- Able to facilitate meetings and workshops
- Excellent Microsoft Office skills
- Attention to detail
- Ability to immerse self in a community, build relationships and work closely with people to identify need
- The ability to create and market a needs-based and inspiring programme of activities for men, building on existing services
- Good time management and self-organisation skills.
- Approachable and able to work with a range of people, parents, professionals and hard to reach groups

Essential personal qualities:

- A commitment to community involvement and support
- Sensitive and able to listen effectively
- Personal commitment to implementing good anti-discriminatory practice
- Understanding of and personal commitment to community empowerment and men's health and wellbeing
- Understanding of the dynamics of community development and change
- Ability to remain positive, enthusiastic and creative under pressure
- Ability to influence a broad range of partners and community members.

Essential Experience

- Experience of working with communities and working independently
- Experience of managing projects / programmes

- Experience of delivering information, advice, guidance or services to members of the community
- Experience of writing risk assessments and ensuring activities are well managed
- Experience of co-production and community consultation with communities in East Sussex, particularly with those who we traditionally find it hard to get involved
- Experience of supporting volunteers
- Experience of line management

Desirable Experience:

- Experience of developing, delivering and evaluating services/initiatives in the community
- Experience of working in a complex environment with a range of different partner agencies
- Experience of working in a health and wellbeing programme, service or initiative.

Desirable Knowledge:

- Knowledge of the local area, its communities and services

Desirable qualifications:

- Professional qualification in project management
- Professional qualification in community development or otherwise related topic
- Evidence of maintaining skills and knowledge base post qualification

Circumstances:

- Undergo enhanced DBS checks as required.