

# Project Manager Men's Health and Wellbeing Project



## Job description – July 2025

Employed by:	Hastings Voluntary Action
Responsible to:	Director of Hastings Voluntary Action
Base:	Jackson Hall, Portland Place, Hastings, TN34 1QN (with travel across Rother)
Salary:	Starting salary (NJC scale point 26 (currently £36,124 for a full-time role), rising to scale point 28 (subject to performance). Starting salary for 22.5 hours is currently £21,967 per annum.
Hours:	22.5 per week (days/times to be confirmed)
Duration:	Fixed term until July 2028
Holidays:	27 days plus bank holidays (pro rata)
Pensions:	HVA will match up to 7% of salary in a NEST pension scheme.

If you are interested, and would like more information, or an informal chat about the role, contact:

Teresa Flower (Project Manager): 01424 444010 (Tuesday – Thursday)  
or email: [teresa@hastingsvoluntaryaction.org.uk](mailto:teresa@hastingsvoluntaryaction.org.uk)

For more information about working for HVA contact: Jan Papworth: 01424 444010 (Tuesday – Wednesday) or email: [jan@hastingsvoluntaryaction.org.uk](mailto:jan@hastingsvoluntaryaction.org.uk)

Please return your completed application form and equal opportunities monitoring form to:  
[jan@hastingsvoluntaryaction.org.uk](mailto:jan@hastingsvoluntaryaction.org.uk)

Closing date: 9.00 am on Monday 11<sup>th</sup> August 2025

**Mr Hastings and St Leonards is funded by East Sussex County Council, hosted by Hastings Voluntary Action, and led by Local Men.**

## **Background to the role:**

In June 2022 Hastings Voluntary Action was awarded three years funding from East Sussex County Council Public Health to host a men's health and wellbeing project in Hastings and St Leonards.

The long-term vision was that men living in Hastings and St Leonards are living happier, healthier, and longer lives. They are at the heart of decision making about their lives and thrive in strong, supportive, and well-connected communities, where they can fulfil their potential.

The Project Manager and Community Development Worker were employed to mobilise, and encourage collaboration between local men, services and community groups

Over the last three years the project team have implemented an authentic Asset Based Community Development (ABCD) approach, which encouraged everyone to 'Join the Conversation', be brave and creative, and trust the ABCD process.

Local men have codesigned the 'Mr Hastings and St Leonards' brand, identified creative ways to reach out to their peers and the wider community, brought the Baton of Hope tour to Hastings, and set up the Men's Room Hastings and St Leonards CIC.

In June 2025, a final independent Evaluation and Learning report was produced by Apteligen, Mr Hastings and St Leonard's learning partner, and the Mr Hastings and St Leonards Learning and Legacy report was compiled by the Mr Hastings and St Leonards Team.

Together these reports, and accompanying events, highlighted the impact of the approach through the reflections of local men, groups and services, steering group members, commissioners and the wider community and explored potential for the future.

In June 2025 Hastings Voluntary Action was awarded a further three years funding by East Sussex County Council Public Health to:

1. Ensure legacy, and continued development, of Mr Hastings and St Leonards post the initial funding period which ceased at the end of June 2025.
2. Ensure the learning, and momentum, from recent ESCC Public Health funded initiatives around men's health and wellbeing is utilised.
3. Explore the potential for rollout of the Mr Hastings and St Leonards approach to other geographic areas in East Sussex beginning in Rother.

## **Purpose of this role:**

The Project Manager for the Mens Health and Wellbeing Initiative will be joining this initiative at a very exciting and challenging time, leading the next stage of the journey by:

- Building on the learning and legacy of Mr Hastings and St Leonards.
- Sharing learning locally, regionally and nationally
- Modelling an authentic Asset Based Community Development (ABCD) approach in all aspects of the role.
- Working collaboratively with local men, community groups, voluntary and public sector colleagues and the wider community in Hastings and St Leonards and across Rother

## **Main Tasks**

### **Implement as Asset Based Community Development approach**

- Model authentic Asset Based Community Development approaches within the community and across the system
- Develop, continually update, and implement a flexible delivery plan, communication plan and community engagement plan.

### **Create the conditions for wider change within the community and across the system.**

- Create new connections, and initiate conversations, with and between stakeholders across the system and within the community
- Share learning and insight around how effective asset-based community development approaches can lead to positive change.
- Lead on the development and delivery of a comprehensive and creative communication strategy. Ensure key messages are accessible to a wide range of stakeholders within the community and across the system.

### **Model, and encourage, collaborative working:**

- Identify, develop and maintain partnerships with key stakeholders across the system.
- Nurture collaborative working relationships with local men, their friends, families, and communities, community groups, voluntary organisations and statutory services across Hastings, St Leonards and Rother.
- With the support of the Community Development Worker develop, coordinate and facilitate forums and workshops which bring together local men, community groups, voluntary organisations and statutory services to encourage collaboration rather than competition.
- Identify and participate in networks, partnership groups, events and meetings which build relationships with wider stakeholders in Hastings, Rother and regionally

### **Governance and accountability**

- Lead on monitoring, evaluation and reporting of all work undertaken.
- Convene steering group meetings, build relationships, invite new members and maintain membership.
- Review Terms of Reference for the project steering group and update accordingly.

- Provide verbal and written reports, as required, to East Sussex County Council Commissioners, Hastings Voluntary Action, project steering group and wider stakeholders.

#### **Project management and reporting:**

- Agree and manage budgets associated with this project
- Review and update project delivery plan, and provide regular updates against plan
- Provide line management support to Community Development Worker, including regular supervision, absence management etc.
- Maintain 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 Hastings Voluntary Action staff team towards the aims and objectives of the organisation.
- Carry out responsibilities and duties within the framework of HVA's policies, including Equality and Diversity, GDPR, Protecting Vulnerable Adults and Health and Safety.
- 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.

#### **The successful candidate should be willing:**

- to undergo an enhanced DBS check as required.
- to travel throughout Hastings and Rother as required

**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	Desirable
<b>Skills and Abilities:</b>	<p>Excellent spoken and written communication skills</p> <p>Able to engage with stakeholders across the system. Local men, the wider community, local groups, services and decision makers.</p> <p>Able to build relationships, make connections and work collaboratively.</p> <p>Able to manage project budget, plan spend and deliver activity.</p> <p>Able to model good practice around Asset based Community Development and create conditions for wider change.</p> <p>Strong organisational skills, time management and attention to detail.</p> <p>Able to facilitate meetings and workshops with diverse stakeholders.</p> <p>Able to use Microsoft Office skills and social media platforms</p>	<p>Able to inspire, motivate and encourage others to be creative and brave.</p>
<b>Knowledge and Experience:</b>	<p>Experience of implementing an Asset Based Community Development approach.</p> <p>Experience of managing projects and/or programmes and line management.</p> <p>Experience of working in a complex environments with a range of different partner agencies.</p>	<p>Experience of developing, delivering and evaluating services/initiatives in the community</p> <p>Experience of working in a health and wellbeing programme, service or initiative.</p>

	Essential	Desirable
	<p>Understanding of the issues that impact on mens health and wellbeing.</p> <p>Experience of co-production, codesign and community engagement.</p> <p>Clear understanding, and commitment to, confidentiality, safeguarding and equality and diversity within a community setting.</p>	<p>Knowledge of the local area (Hastings and Rother), its communities and services</p> <p>Experience of supporting volunteers</p>
<b>Qualifications</b>	<p>Evidence of maintaining skills and knowledge through ongoing professional development relevant to this Asset Based Community Development role.</p>	<p>Professional qualification in project management.</p> <p>Professional qualification in community development or related area.</p>
<b>Personal Qualities</b>	<p>Trustworthy and willing to take on responsibility.</p> <p>Sensitive and able to listen effectively</p> <p>Commitment to equality of opportunity, anti-discriminatory practice and safeguarding within the community and workplace.</p> <p>Personal commitment to community empowerment and men's health and wellbeing</p>	<p>Positive, brave enthusiastic, and creative within challenging situations</p>

