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JOB DESCRIPTION

**Job Title:** Project Manager

**Responsible to:** Chief Executive

**Responsible for:** Projectvolunteers & Youth worker

**Department:** Community Safety

**Location:** Any office of Community Foundation

**Main purpose of job:** To manage and deliver the community action against crime projects

**Salary:** £27,240 pa

**Post duration:** Temporary contract ends 31 March 2013

**Holiday entitlement:**  25 days per annum + public holidays

**Hours of Work:**

Full timeuntil 31 March 2012. 37.5 hours per week between 9.00am-6.00pm. Evening and weekend work will be required. Flexi time work in operation.

Part time from 1 April 2012. 5 hours per day for 3 days.

**Role**

Your job is to develop and run the three project in our community action against crime initiative, namely the parent patrol programme, community action walkabouts, and keep street clean programme. You will be responsible for the management of this initiative on behalf of the organisation.

The post holder will organise their own time and resources effectively and use their own initiative to generate ideas to run the project.

**Specific Duties:**

* Get local parents recruited and trained onto the Parent Patrol Programme and undertake regular Parent Patrols in ASB hotspots in partnership with the local police.
* Set up a Community Action Teams (CAT) with local residents to undertake monthly Community Action walkabouts with the police and council to identify crime/asb hotspots for collective action.
* Engage young people to the Keep Streets Clean (KSC) programme to take part in estate clean ups in partnership with the local housing office.
* To lead on the recruitment of volunteers to support the delivery of the projects

**General Duties**

1. To establish links and communication with external agencies, including the Police, City Council, the Youth Offending Service, the ASB Team and local housing team to facilitate the delivery of the organisation’s projects.
2. To identify and resolve any blockages or barriers to effective partnership working; deal positively with personnel or inter-agency conflict and bring any unresolved issues to the attention of the Chief Executive.
3. Proactively recruit volunteers/participants through the use of mail, telephone, the web and face to face.
4. To provide specialist advice on community safety issues. To keep up to date with changes in legislation, regulations, policy and strategy developments and good practice and to produce guidance and briefings where appropriate.
5. To project manage, monitor and provide monthly report on the project as and when required by the Chief Executive
6. To represent Community Foundation and act as its ambassador at events and meetings , present reports, maintain records and prepare progress reports and minutes as and when required
7. To participate in planning, arranging and delivering information for conferences, seminars, briefing sessions, training and development and induction programmes etc.
8. To contribute to the development, preparation, maintenance and implementation of Community Foundation strategies, plans and procedures.
9. To prepare and distribute publicity and promotional material.
10. Respond to enquiries from Government and other organisations requiring a community safety output.
11. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
12. To encourage the engagement of all stakeholders with through effective communication and the provision of timely, accurate and concise information.
13. To maintain awareness of external sources of funding and to prepare crime prevention bids on behalf of Community Foundation
14. Attending regular one to one sessions with the chief executive
15. Ensuring volunteers/participants/funders and other stakeholders are kept up to date on work and progress.
16. Developing and administering effective systems and undertaking own administration.
17. Dealing with enquiries from individuals, community and organisations as appropriate.
18. Consistently upholding the standards of the organisation by both word and example.
19. Ensure all aspects of work comply with health and safety, equal opportunities and other legislation and Community Foundation policy and procedures.
20. Undertake other duties as required to ensure the proper functioning of the organisation and carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

These are key duties and responsibilities for the post and they are subject to regular review addition and change by the Chief Executive. Any significant changes to the role will be subject to consultation.

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**JOB SPECIFICATION**

**Knowledge and Understanding**

* **Knowledge and understanding of** legislation and initiatives **to tackle crime and disorder**
* **knowledge and understanding of partnership work**
* Broad knowledge and understanding of the local government, police and third sector organisations

### Experience and Qualifications

* At least 3 years demonstrable experience of working in a multi agency community safety/crime prevention role
* Proven experience of effective events and project management and delivering to timescales and budget.
* Experience of working with volunteers and members of the community.
* Experience of establishing and managing effective relationships with local and central government, charities/trust, corporate organisations and other funding bodies
* Educated to at least degree level or experience that demonstrates an equivalent knowledge and ability.

### Skills and Abilities

* Ability to use own initiate, to work to tight deadlines and organise own time and resources effectively.
* Target driven and proactive in achieving results.
* Excellent organisational skills and the ability to communicate to a wide range of stakeholders

directly face to face, written and verbal, including good IT, Word, Excel and power point skills.

* Ability to effectively organise workload and plans to achieve objectives and targets.

**Additional Criteria**

* A demonstrable understanding of and a commitment to Equal Opportunities including the needs of different social, cultural groups.
* Able to travel to meet the needs of the role, including occasional evenings and weekends as required.  The job may entail regular travel, occasionally UK-wide, and working unsociable hours.