

## The Kings Hedges Family Support Project

### Job description – Project Manager

**Post:** Project Manager  
**Hours:** 20 hrs per week  
 Negotiable core days and times to suit the needs of the role and applicant

**Locations** **N.B. During the pandemic mostly worked from home when groups are closed**

**Main Office Base:** Browns Field Youth and Community Centre / Home

**Project Delivery Venues:** The Fields Children Centre - Mondays

North Cambridge Child and Family Centre - Wednesdays

Brown's Field Youth and Community Centre -Thursdays

**Responsible to:** The Kings Hedges Family Support Management Committee

#### Job purpose:

Our vision is: **Confident Parenting – Happier Children**

The project manager's helps transfer this vision into reality, making a real difference to the lives of local families with babies and children under 4 years of age. You will manage a small team of Family Support Workers, Play Worker, Grants Officer, Bookkeeper, Administrator and volunteers. You will enable the Management Committee, many of them from local families, to fulfil their governance role to oversee and develop the project. We strive always to build on our vital roots in the local community, enabling a bright future for local families.

#### Areas of work:

##### *Staff Management*

- Work with the team to maintain a positive working culture.
- Provide clear leadership, motivation and development for staff and volunteers.
- Ensure all work is prioritised and deadlines are met.
- Ensure staff are fulfilling and working within their job roles through discussion at regular staff meetings.
- Manage delivery staff in providing the activities which support families.
- Respond to and be ultimately accountable for escalating safeguarding concerns to appropriate agencies
- Ensure staff are up to date with training appropriate to their role.

##### *Planning*

- Ensure that there are realistic operational plans covering all work areas.
- Ensure the Charity has all the required and suitable resources to operate.
- Empower service users, staff and Management Committee to contribute to the design of the Charity's work keeping within the Charitable aims.
- With the Management Committee, accountability for the Charity's sound financial management.

### *Managing staff and volunteers*

- Manage internal communications with staff, volunteers and the Management Committee.
- Manage all staff performance, supervision, appraisals and identify areas for further support and training.
- Maintain personnel records including recording absences, annual leave entitlement and conducting return to work interviews.
- Undertake the recruitment of staff including advertising, DBS checks through to appointment.

### *Financial*

- Oversee the bookkeeper in the payment of staff, pension provision, overtime payments, end of year P60's, statutory entitlement payments.
- Manage payment and invoicing for goods, petty cash and income, and undertake banking duties in conjunction with the bookkeeper.
- Liaise with the bookkeeper regularly on budgetary matters, interpreting budget sheets, ensuring the project is financially sound.
- Ensure the end of year accounts are independently examined in readiness for the Annual General Meeting and are submitted to grant funders and The Charity Commission within set time limits, ensuring legal compliance.
- Ensure Trustees are supplied with regular financial reports including predicted forecast and monthly spends from the bookkeeper.

### *Funding and Fundraising*

- Oversee the work of the Grants Officer in the research and writing of grant applications, and the review, monitoring, and evaluation of grant awards.
- With the Management Committee, ensure the project has a diverse and sustainable income stream to include grants, community fundraising and corporate sponsors.
- Ensure full compliance with any grants and maintain effective open communication with funders.
- Maintain and raise the good profile of the Charity, increasing support and resources, including through attendance at community events.

### *Organisational quality and compliance*

- Work with and support the Management Committee, arranging and attending meetings including The Annual General Meeting.
- Actions tasks from the Management Committee meetings.
- Report, written and verbally, to the trustees on all matters concerning the project's operation, delivery and finances. Attend regular line management meetings with a designated Trustee between committee meetings.

With oversight and guidance from the Management Committee:

- Design, develop, implement, coordinate and review systems, policies, procedures, ensuring the Charity remains compliant and up to date on any changing / new legislation and Laws
- Manage organisational risks and communicate directly with the Trustees immediately on any changes to risk levels.

### *External Relationships*

Represent, promote, market and uphold the sound reputation of the project always. To do so:

- Develop and maintain sound relationships with key partners.
- Consult with local people, review, monitor and analyse data looking at new and emerging family needs to help the Management Committee steer the future direction and effectiveness of the project with imagination and vision.
- Keep up to date with relevant local, regional and government developments, policies and objectives.
- Undertake and oversee external communications and publications including the production of an Annual Report.

### *Additional*

- Undertake mandatory training and professional development, including regular supervision and yearly appraisal.
- Any other reasonable duties as directed by the Management Committee.