

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Tower Hamlets Partnership and Project Manager
<b>LOCATION:</b>	John Scurr Community Centre and Newlon Fusion Head office
<b>SALARY:</b>	£24k – £27k
<b>REPORTING TO:</b>	Community Partnerships Manager
<b>RESPONSIBLE FOR:</b>	Facilities Officer and Centre Officer

## MAIN OBJECTIVES

To develop and sustain a wide range of partnerships that position our community hubs as the primary community resources in the area, increase the diversity of activities available that meet the needs of Newlon residents, and maintain the hubs' long-term financial sustainability.

## SPECIFIC TASKS AND RESPONSIBILITIES

<u>Key Tasks and Responsibilities</u>		<u>Outcomes</u>	<u>Key Competency Areas</u>
1.	To provide and sustain high levels of organisational management of all hub activities, both current and in the future, and enhance Newlon Fusion's profile in Tower Hamlets	<ul style="list-style-type: none"> <li>• Develop and manage partnerships that benefit the hubs and their objectives</li> <li>• To ensure hub-led activities adhere to all relevant safe guarding and health and safety procedures</li> <li>• Ensure partner organisations provide evidence of all suitable safeguarding procedures</li> <li>• Ensure the Group's equal opportunities policy is adhered to at all times</li> <li>• To apply robust assessments of all potential partners and their proposed activities</li> <li>• Contribute to the delivery and development of JS business plan</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Communication</li> <li>• Judgement and decision making</li> <li>• Influencing and negotiation</li> <li>• Planning and assessment</li> <li>• Networking</li> <li>• Awareness of safe guarding procedures</li> </ul>
2.	Ensure the project management of hub-led activities are undertaken to a high standard and provide clear and specific outcomes for users that comply with local area profiles and Newlon Fusion's strategic objectives	<ul style="list-style-type: none"> <li>• Develop robust project plans for all new initiatives</li> <li>• Ensure hub-led activities are project managed effectively and meet their contractual requirements</li> <li>• Ensure partnerships assist in developing</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Communication</li> <li>• Working with others/Team work</li> <li>• Target driven</li> <li>• Strategically focused</li> <li>• Problem solving</li> </ul>

		<p>the diversity of programmes at the centre and undertake appropriate risk analysis</p> <ul style="list-style-type: none"> <li>• Ensure all project objectives are SMART</li> <li>• To attend regular Newlon Fusion staff meetings and occasionally those of other Newlon depts.</li> <li>• Develop robust SLA's for all new partnership and project activities</li> </ul>	
3.	To ensure all hub-led activities are delivered within budget and improve the financial position of the JSCC and LWCC	<ul style="list-style-type: none"> <li>• Ensure all funding applications incorporate full cost recovery</li> <li>• Ensure revenues from partner agencies are collected in a timely fashion</li> <li>• Forward all contractual arrangements to Newlon Fusion's finance dept.</li> </ul>	<ul style="list-style-type: none"> <li>• Budgetary forecast and monitoring</li> <li>• Influencing and negotiation</li> <li>• Working with others</li> <li>• Target driven</li> </ul>
4.	Work with a variety of partners, both internal and external that maintain and develop opportunities that may attract additional investment to the centre	<ul style="list-style-type: none"> <li>• Meet agreed fundraising targets through to the year: provide monthly performance updates</li> <li>• Explore and develop fundraising opportunities via smaller, 3<sup>rd</sup> party organisations</li> <li>• Assist the JS community association with developing its fundraising activities and activities</li> <li>• Work with senior members of staff to identify and plan additional income generating opportunities.</li> <li>• Identify opportunities that benefit other aspects of the business, particularly other Hub programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Achieving results and quality focus</li> <li>• Planning and organising</li> <li>• Judgement and decision making</li> <li>• Creative thinking</li> <li>• Partnership working</li> </ul>

<b><u>Key Tasks and Responsibilities</u></b>		<b><u>Outcomes</u></b>	<b><u>Key Competence Areas</u></b>
5.	Provide line management to both the Facilities Officer and the centre officer, and other position that may arise from future activities	<ul style="list-style-type: none"> <li>• Provide 121 support</li> <li>• Identify training needs</li> <li>• Work with other Newlon Fusion Hub staff to organise cover when centre staff are on annual leave</li> <li>• Undertake additional duties when key staff are absent</li> <li>• Work with Resident Support and Employment Adviser to ensure volunteers are managed in line with the Group volunteer strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Customer focus</li> <li>• Ability to nurture and develop staff competencies</li> <li>• Influencing and negotiating</li> </ul>
6.	Ensure high standards of quality assurance are adhered to at all times, and identify areas for improvement	<ul style="list-style-type: none"> <li>• Lead on all local user and resident consultation</li> <li>• Analyse user data to develop and enhance the direction of the Hubs</li> <li>• Research and apply up-to-date social assessment tools</li> <li>• Ensure user data collected and updated on Newlon Fusions central monitoring system.</li> <li>• Ensure agreements are in place that enables data from partner organisations to be collected and updated on the Newlon Fusion database</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Working with others/Team work</li> <li>• Liaising and networking</li> </ul>
7.	Ensure all communication reflects the	<ul style="list-style-type: none"> <li>• Position and establish the centre as the hub</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> </ul>

	<p>strategic direction of the hubs, contributes to expanding their existing profile and number of users accessing their services</p>	<p>of local community networks and meetings</p> <ul style="list-style-type: none"> <li>• Development events that help establish the centre as centre of local community activity and discussion</li> <li>• Identify and maximise local and regional marketing opportunities</li> <li>• Promote the Hubs and their resources within the trust</li> <li>• Identify and promote the benefits the Hubs could provide to both 3<sup>rd</sup> sector and private sector organisations in meeting their objectives and tackling capacity issues</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising and Networking</li> <li>• Creative thinking</li> <li>• Strategic focus</li> </ul>
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No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

## **TERMS AND CONDITIONS**

**Salary:** £24k – 27k

**Hours:** 35 hours per week to include some evening and occasional weekend work. No overtime payment is payable. Time off in lieu is allowed.

**Holidays:** 27 days a year plus bank holidays

**Pension:** No current pension but under review.

**Probation:** Six months

**Notice:** 2 months.

FULL TERMS AND CONDITIONS WILL BE ISSUED ON APPOINTMENT

## **PERSON SPECIFICATION:**

### **Experience, Skill and Attributes:**

#### **Experience**

- A minimum of 2 years management experience preferably within the voluntary sector, with experience of staff management, team building, staff development, leadership and change management.
- Experience of community development and/or project management.
- Experience in marketing and financial planning, and the ability to secure funding for the implementation of services and activities

#### **Skills**

- Excellent verbal, written communication, interpersonal skills and the ability to liaise work and negotiate with a variety of individuals, groups, communities, voluntary, commercial and private sector and statutory authorities.
- Ability to develop and maintain strong working relationships with internal and external partners.
- Ability to identify funding sources and make successful funding applications.
- Ability to develop and manage the budget of the John Scurr Community Centre.
- Ability to conduct operations in a sound, business-like manner, and in conformity with relevant legislation.
- Ability to monitor and evaluate the effectiveness of services and projects, ensuring good practice and quality control.
- Ability to use networked IT efficiently and in the appropriate manner.
- Ability to speak Sylheti – Bengali (Desirable)

## **Knowledge**

- Knowledge of the current funding environment for Voluntary and Community Sector organisations and awareness of new external strategies, policies and developments affecting Voluntary and Community Sector funding.
- Knowledge of the issues affecting inner city environments.