

## **JOB DESCRIPTION**

JOB TITLE	Business Supporting Communities Project Manager
SALARY	National Joint Council for Local Government Services SCP 32 per annum £ 27,052 plus 6% pension contribution (subject to job evaluation)
HOURS	37 hours per week
DURATION	Funding to August 2014.
EMPLOYER	Denbighshire Voluntary Services Council [NEWVOL]
REPORTING TO	Chief Executive Officer, DVSC
LOCATION	Rhyl

### **1 AIM**

Take overall management accountability for delivering the agreed outcomes for the Business Supporting Communities project across North Wales. Responsible for developing and sustaining strong collaborative working relationships at a regional level between businesses (small, medium enterprises SME's) and the third sector (charities, voluntary, community, social enterprises, not for profit and co-operative organisations). Effectively line manage and monitor other staff working on the Project to ensure successful delivery of the project.

### **2 MAIN TASKS**

2.1 Ensure successful achievement of all objectives contributing to the successful delivery of outcomes for the Business Supporting Communities project

2.2 Provide people and line management of the Project Team, including volunteers to ensure effective delivery of objectives and outcomes and cover, where appropriate, for project officers.

2.3 Develop and deliver regional strategies in line with national, regional and local priorities

2.4 Carry out robust stakeholder management at the highest level across the region, involving key players in both business and third sectors in promoting collaboration between and within sectors

2.5 Identify and deliver region and project-wide initiatives, including enabling collaboration and cross-fertilisation of initiatives, successes and lessons learned throughout the region

2.6 Define and deliver strategic collaboration with operational partners, including regional and county specific statutory bodies

2.7 Provide a single point of contact for all contact with partners and other key stakeholders

2.8 Identify opportunities for the sustainability of the project by seeking further funding and/or paid activities to sustain the project beyond 2014, including developing and managing delivery mechanisms for activities outside the scope of the Big Lottery funded project

2.9 Responsible and accountable for achieving the following project outcomes:

2.9.1 The capacity and/or capability of at least 1700 local voluntary and community groups throughout North Wales is increased by the end of the project

2.9.2 1049 individuals have reported increased skill and/or capability by the end of the project

2.9.3 50 community environments have been improved by the end of the project

2.10 Recruit, manage and develop volunteers to work alongside the postholder, ensuring good practice in terms of management of volunteers is adhered to at all times

2.11 Ensure the maintenance of records of all activities, prepare and submit regular progress reports for submission to the Big Lottery and other funders as required

2.12 Facilitate the development and work of the steering group and hold regular briefing sessions with Chief Officers of the North Wales County Voluntary Councils.

2.13 Manage and support the work of the Social Enterprise Officer in Denbighshire.

2.14 Carry out such other duties as may be required by the Board of DVSC which are consistent with the duties and responsibilities of the post

### 3 PERSON SPECIFICATION

	Essential	Desirable
<b>3.1 EDUCATION/QUALIFICATIONS</b>		
Education to Degree level or equivalent	✓	
<b>3.2 EXPERIENCE</b>		
3.2.1 Experience of working with community and voluntary groups at a local level	✓	
3.2.2 Experience of working with businesses of all sizes	✓	
3.2.3 At least one year's experience of managing a similar project involving cross sectoral working and collaboration		✓
3.2.4 Experience of managing staff to achieve objectives and outcomes	✓	
3.2.5 Experience of managing remote teams	✓	
3.2.6 Experience in developing collaborative relationships with a wide range of colleagues across all statutory, third and private sector agencies and facilitating meetings and networks.		✓
3.2.7 Experience of stakeholder management at all levels, evidenced by experience of developing robust and lasting working relationships with a wide range of colleagues across all statutory, third and private sector agencies.	✓	

3.2.8 Experience of dealing with and addressing challenging issues.	✓	
3.2.9 Experience of developing and implementing performance management and outcome measures of a project.	✓	
3.2.10 Experience of managing budgets and financial reporting	✓	
3.2.11 Experience of and ability to use ICT effectively, including spreadsheets, email and Microsoft Office	✓	
3.2.12 Excellent communication and presentation skills, able to communicate clearly and effectively with colleagues, service providers and users and representatives of other voluntary , private and public bodies , in person, via e-mail or by telephone	✓	
<b>3.3 KNOWLEDGE</b>		
3.3.1 Knowledge of the Third Sector and issues that affect it	✓	
3.3.2 Knowledge of the business sector, third sector and statutory sector.	✓	
3.3.3 Knowledge of ways in which third sector groups and businesses can collaborate, and how to enable and facilitate collaboration	✓	
3.3.4 Knowledge of effective project management techniques	✓	
3.3.5 Knowledge of people management techniques including performance management	✓	
3.3.6 Knowledge of marketing, sales, IT, HR and Finance		✓
<b>3.4 SKILLS AND ABILITIES</b>		
3.4.1 Able to work on own initiative and as part of a team and adapt work plans at short notice to meet any unexpected needs of the project.	✓	
3.4.2 Able to lead effective teams	✓	
3.4.3 Ability to prioritise own and other people's workloads and work to deadlines	✓	
3.4.4 Ability to handle difficult situations with	✓	

tact and firmness		
3.4.5 Ability to maintain a positive and efficient image at all times	✓	
3.4.6 Ability to work under pressure with accuracy and minimum supervision	✓	
3.4.7 Ability to communicate through the medium of English to include written and spoken	✓	
3.4.8 Ability to communicate through the medium of Welsh to include written and spoken		✓
3.4.9 Ability to lead discussions and negotiations to conclusion.	✓	
3.4.10 Ability to influence a wide range of stakeholders.	✓	
3.4.11 Highly organised working methods with an ability to prepare clear and concise reports and summaries	✓	
3.4.12 A commitment to equal opportunities	✓	
<b>3.5 PERSONAL</b>		
3.5.1 Acceptance of a commitment to DVSC's mission statement, aims and values and its policies	✓	
3.5.2 Excellent interpersonal and organisational skills	✓	
3.5.3 Enthusiastic and self starting – able to manage uncertainties	✓	
3.5.4 Ability to initiate work and provide a constructive, problem solving approach to tasks	✓	
3.5.5 Commitment to lifelong learning and continuous professional development	✓	
3.5.6 Able to attend out of hours meetings and to travel	✓	
3.5.7 Have access to car.		✓
3.5.8 A commitment to study and be able to communicate in Welsh within a given period of time	✓	

#### **4 SALARY AND CONDITIONS OF SERVICE**

DVSC has agreed that the salary should be in accordance with NJC Scale Point 32 per annum for a 37 hour week.

Annual leave in accordance with NJC regulations. The leave year is from 1 April to 31 March. Sick leave will be allowed in accordance with the Statutory Sick Pay Scheme and the NJC Conditions for Local Government Services.

The post is subject to a probationary period of 6 months and may be terminated by **three** month's notice on either side.

**Please note:**

**This post is funded by the Big Lottery.**

Employee certification:

I accept that the above job description and person specification will be a true reflection of my duties and responsibilities at DVSC.

Signed:..... Date:.....

Countersigned by Line Manager:

I agree that I have discussed the job description and person specification with ..... and am satisfied that it accurately describes the duties and responsibilities attached to the post.

Signed:..... Date:.....