
**Role Profile**

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| **Job Title:** Projects Manager (South Bank) | **Location:** North and North East Lincolnshire (baseScunthorpe) |
| **Reports to (Role):** CEO | **Full Time**  |
| **Salary:** Circa 30k | **Contract term:** 6-9 month Secondment |
| **Hours of Work:** 37 hours per week (normally Monday to Friday) |

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| **Role** |
| **Overall Purpose**This role will manage R-evolution’s projects in North and North East Lincolnshire including developing and overseeing Cycle projects across the area and the horticulture project based at Normanby Hall including line management of staff, managing systems and services and providing evidence for funders across the South Bank of the Humber. |
| **Responsibilities*** To work closely with the Senior Management Team in developing opportunities.
* Monitoring project spend and budgets
* Managing the delivery of the cycle and horticulture projects including line management of all project staff, programmes and liaison with partners
* Ensuring systems of work are followed and quality is upheld
* Ensuring all sites are developed and maintained to an appropriate and professional standard
* Ensuring safe systems of work are in place and that staff follow risk assessments
* Delivering to the demands of grants and contracts on a number of sites including timeframes, output and quality
* Working with the Operations Support Manager ensuring appropriate monitoring and evaluation is in place, maintained and presented to funders
* Working with the Head of People Development on the training offer including horticulture and cycle mechanics courses
* Cover for other members of staff, as required
* Any other duties relevant to the level of this post as reasonably requested.
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| **People Management*** Management of circa 7 staff including tutors, events & communication, kickstart employees and apprentice/trainee. Direct line management of 4 staff. Motivating staff, volunteers and trainees
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| **Key Performance Measures*** Staff appraisals complete and up to date. Staff motivated and supported
* Appropriate and safe systems of work for projects and general organisational core. Staff aware and working to new systems
* Training offer/systems for City and guilds, and public courses fully developed. Training targets met
* Appropriate risk assessments/building checks in place and staff aware
* Monitoring and evaluation systems active and accurate
* Hitting targets for delivery in line with contracts and grants
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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **How measured** |
| **Abilities/Skills** |  |  |  |
| Considerable experience of project management | Yes |  | Application Form/interview |
| Good literacy skills | Yes |  | Application Form  |
| Computer literacy, experience of effectively using a range of basic software packages eg Excel, Word, PowerPoint Office | Yes |  | Application Form/interview |
| Excellent listening skills and communication skills at various levels  | Yes |  | Application Form/interview |
| Ability to work on own initiative with minimum supervision and as part of a team | Yes |  | Application Form /interview |
| Ability to plan and set goals for both the service and participants | Yes |  | Application Form/interview |
| Experience of staff management | Yes |  | Application Form/interview |
| Experience of maintaining and developing monitoring systems | Yes |  | Application Form/interview |
| Knowledge of safe systems of work including risk assessment, health and safety | Yes |  | Application Form/interview |
| A good understanding of Confidentiality, Data Protection, Incident Reporting | Yes |  | Application Form |
| Good personal organisation | Yes |  | Application Form/interview |
| Ability and willingness to work at different locations | Yes |   | Application Form |
| Willingness to undertake further training and development and developing other people | Yes |  | Application Form/interview |
| Ability to support and encourage people in difficult situations without being judgmental | Yes |  | Application Form/interview |
| Have positive, flexible approach and enthusiastic | Yes |  | Application Form/interview |
| A knowledge of the voluntary and community sector |  | Yes | Application Form/interview |
| A knowledge of cycling initiatives |  | Yes | Application Form/interview |
| A knowledge of horticulture initiatives/practices |  | Yes | Application Form/interview |
| A passion for cycling |  | Yes | Interview |
| A passion for horticulture |  | Yes | Interview |