

## Job Description

<b>Job Title:</b>	Project Manager 2
<b>Place of work:</b>	Newham Mentoring Plus
<b>Hours of Work:</b>	18 hours per week
<b>Salary band:</b>	Band 3.2
<b>Salary:</b>	£14,852
<b>Reports to:</b>	Service Manager
<b>Effective from:</b>	Sept, 07
<b>Level of Criminal Records Bureau Disclosure</b>	Enhanced

## Summary of job

To develop and manage the delivery of a community-based mentoring and sports inclusion project for 13 -19 year olds in the London Borough of Newham. This will include:

- development of a multi-sports inclusion programme of activity in partnership relationships with relevant local specialist sports providers (including Leyton Orient Community Sports Programme).
- ensuring a targeted focus at those young people identified as being at risk of offending, particularly through mentoring activity.
- management of a small staff team consisting of a project worker and sessional staff.

## Main duties and accountabilities

- To manage the planning and delivery of a targeted, multi-sports inclusion programme consisting of 1-2-1 community mentoring, detached work, mini-league activity, sports coaching and healthy lifestyle activities in line with funder delivery targets.
- To develop, implement and review a strategic action plan for the project.
- To work with funders, strategic and operational partners to ensure the projects ongoing sustainability, through identifying and securing continuation funding. This includes leading on the submission of funding applications to support delivery.
- To ensure the project remains targeted at those a risk of offending as such operates effective multi-agency identification systems, referral and assessment processes

- Manage and develop the staff team, including the Mentoring Co-ordinator responsible for the recruitment, training and supervision of volunteer mentors and other part time staff responsible for group programme delivery.
- To develop partnerships and liase with other voluntary and statutory groups where possible in relation to both delivery and strategy.
- To report regularly to management, funders, advisory group and other strategic groups on the work of the project and to provide clear evidence of quantitative and qualitative outputs for the project
- To work with the Advisory Group and other partners to raise the profile of the project amongst key local stakeholders and the community. This will include ensuring the Project is aligned with relevant agendas such as Preventative initiatives, Every Child Matters, Prevent & Deter, 'Respect' and the development of Children's Trusts and the Extended Schools initiatives
- To develop a robust monitoring and evaluation system for the project.
- To manage the office, administration and finances, this includes maintaining regular records for funders.
- To be responsible for ensuring that all project activity is safe for all involved, to include adherence to Crime Concern's risk assessment and child protection procedures, as well as general health and safety requirements.
- Undertake other duties as required to ensure the effective operation of the programme.

### **Corporate accountabilities**

- To make sure that you read, are familiar with, and follow all Crime Concern policies and procedures. You are expected to look at Crime Concern's intranet at least once a month to up date yourself with any new or amended policies or procedures.
- To act as an ambassador for Crime Concern, upholding and promoting our corporate values.
- To undertake any other duties which can be reasonably expected of you within the level of your job.

### **Specific Requirement for the job**

- This post will involve regular (2 days) evening and occasional weekend working including volunteer training.

## Person Specification

**Job Title:** Project Manager 2  
**Place of work:** Newham Mentoring Plus

Criteria	How they will be assessed
<b>Essential Qualifications</b>	
<ul style="list-style-type: none"> <li>Professional qualification in a relevant discipline such as youth, community, teaching, social work, or management.</li> </ul>	Application/Interview
<b>Desirable Qualifications</b>	
<ul style="list-style-type: none"> <li>Degree in youth work</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Sports coaching qualification</li> </ul>	Application/Interview
<b>Essential Experience</b>	
<ul style="list-style-type: none"> <li>Proven experience of developing and managing projects in the public or private, or voluntary sector.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience working with vulnerable young people, aged 13-17, preferably working in a multi-ethnic context in an inner city area.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of staff and budget management.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of successful fundraising including for partnership activities.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of establishing or maintaining project monitoring and evaluation systems.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of working in a multi-agency environment</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of working on his/ her own initiative to an agreed action plan.</li> </ul>	Application/Interview
<b>Desirable Experience</b>	
<ul style="list-style-type: none"> <li>Managing volunteer programmes, ideally within a mentoring framework.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of working with young people deemed to be at risk of offending and/or anti-social behaviour using a range of intervention activities including multi-sports.</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of managing a targeted, community based, youth crime prevention project</li> </ul>	Application/Interview
<ul style="list-style-type: none"> <li>Experience of project management and development in an inter-agency community safety setting</li> </ul>	Application/Interview
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Demonstrated ability to manage and monitor budgets, working within organisational financial procedures</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Proven ability to develop effective working relationships at both strategic and operational levels.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Excellent negotiation skills, and an ability to handle sensitive issues and sensitive people with tact and diplomacy.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Ability to operate strategically, analysing policies and identifying their operational implications, and understanding how project delivery fits within wider framework</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Strong organisational skills, with an ability to achieve results and meet deadlines.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Ability to empower children/young people and their families, enabling them to make positive and informed choices in their lives</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Ability to assess the needs of individuals and establish effective development plans, involving them in the process</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Ability to build and establish effective working relationships at a range of levels (including strategic and operational)</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Computer literacy including the use of Email, Word, Excel and PowerPoint</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Strong leadership and managerial skills</li> </ul>	Interview
<ul style="list-style-type: none"> <li>A high level of written and oral communication skills</li> </ul>	Interview

<ul style="list-style-type: none"> <li>• Ability to operate strategically and demonstrate political sensitivity</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Demonstrated ability to incorporate and demonstrate an equal opportunities perspective in all areas of work, including race, disability, sexual orientation and gender.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• A high level of communication, interpersonal and presentation skills</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Ability to liaise and work collaboratively with professionals from other agencies</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure and with minimal supervision</li> </ul>	Interview
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Creative, flexible and able to work well with others in a team</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Honest and reliable</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Commitment to the organisation and also to their own personal and professional development</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Commitment to diversity and implementing equal opportunities and anti-discriminatory practice</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Commitment to enabling children/young people and their families to fully participate in services affecting their lives</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Understanding and promotion of Equal Opportunities in both staff and client work.</li> </ul>	Interview
<ul style="list-style-type: none"> <li>• Commitment to community involvement and community capacity building</li> </ul>	Interview



<b>Summary of Conditions of Service</b>	
<b>Project Manager 2</b>	
<b>Employer</b>	Crime Concern Trust Ltd
<b>Responsible to</b>	Service Manager
<b>Location</b>	Newham Mentoring Plus
<b>Salary</b>	Family 3 and Level 2, £29,704 pro rata per annum £14,750 actual salary per annum
<b>Full or part time</b>	Part time, 18 hours per week (fixed term until 31.03.08, extensions subject to further funding).
<b>Hours of work</b>	The hours you will work will depend on the demands of the post. No overtime is paid but a flexi-time system is in place.
<b>Holidays</b>	25 days per annum (pro rata), rising to 30 days (pro rata) according to length of service, plus 3 closure days over the Christmas/New Year period, plus 8 days public and privilege days (pro rata).
<b>Period of notice</b>	1 month either side
<b>Probationary Period</b>	All new staff will be placed on a 6-month probationary period at the start of their employment. A formal review meeting will be held after three and six months with their Line Manager.
<b>Pension</b>	Crime Concern Trust operates a contributory pension scheme, which you will be invited to join. If you wish to join, the employee's contribution is 5% and employer's contribution is 10%
<b>Healthcare Scheme</b>	Crime Concern operates a non-contributory private healthcare scheme, which you will be invited to join.
<b>Life Assurance</b>	Employees are insured under a non-contributory life policy for four times gross annual salary

<p><b>Mobile phones</b></p>	<p>Crime Concern staff and volunteers must not use hand held mobile phone whilst driving on business for Crime Concern. This also applies to any person driving a Crime Concern company car (or replacement) or using a Crime Concern mobile phone at any time.</p> <p>A hands free mobile phone in a cradle may be used to receive calls (not to make them) provided that the auto-answer facility on the handset has been activated for hands-free use. Further details will be available from the Crime Concern Intranet.</p>
<p><b>Expenses</b></p>	<p>Approved and reasonable expenses will be paid. Claims, supported by receipts and approved by your Line Manager, should be submitted to the Finance Team. Expenses are paid into your bank account on a fortnightly basis.</p>
<p><b>Equal Opportunities</b></p>	<p>Crime Concern is wholeheartedly committed to the principle of equality of opportunity, both in its capacity as an employer and as a provider of services to others. We are committed and determined to prevent discrimination of unfair treatment against, and promote equality of opportunity for, all members of staff, potential members of staff or users of its services on its grounds of sex, race, gender, religion, marital status, sexual orientation, responsibilities for dependants, age, disability, or offending background.</p>