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**Project Manager – Job Description**

**Role Context**

With Kids provides an early intervention service working with very vulnerable children and families in South West Edinburgh. This includes individual therapeutic support for children to help them build the personal skills and resilience to cope with future challenges and achieve their potential in adult life. A key element of this work is to support families to meet better the needs of their children and to develop support networks in the wider community. As a development of this work we have established a Children’s Zone in Calders and we have now secured funding, through the Aspiring Communities Fund with support from the European Social Fund, to allow us to develop a Zone for the whole of Wester Hailes and surrounding area.

**Purpose of post**

The purpose of this post is to manage the project working alongside the family/community support workers and play therapist. You will be responsible for delivering activities that engage local people, that support, inspire and empower people to make positive changes to their lives and help them to reconnect with their local environment.

An important part of the role is to establish a working relationship with CAMHS and to build links with other voluntary organisations and local authority staff.

**Specific Duties**

* To manage the project and project staff.
* To be responsible for the project budget.
* To ensure project key milestones are met.
* To identify opportunities for securing additional funding.
* To attend appropriate meetings to support the development of partnership working.
* To complete financial claim forms within required timescales.
* To ensure accurate recording of project management systems.
* To undertake project evaluations and identify social impact.
* To undertake project monitoring, claims and evaluation.
* To develop and maintain proactive and effective communications both written and verbal.
* To motivate and support the wider project team.
* To provide project reports within required timescales.
* To develop in conjunction with project staff a programme of activities designed to involve both parents and children including school holiday programmes, community events etc.
* To act as a facilitator to promote self-help in the community
* To develop volunteering opportunities; manage, support and train volunteers.

**General Duties**

* To provide verbal and written reports as may be required.
* To work in accordance with the organisation’s policies and procedures.
* To carry out any other reasonable duties that may be required to meet the needs of the service.