



Voluntary Action Orkney

Job Description

Fixed Term Post: 31st March 2022

*This post is funded through the Aspiring Communities Fund
with support from European Social Fund*

Post Title: **Project Manager – “Enhancing well-being within our island communities”**

Responsibilities: To manage the expansion of an existing innovative community led project designed to provide a range of services to improve wellbeing in five Orkney islands. To work collaboratively with Island Development Trusts to extend the remit of the current project to include all age groups with a focus on social inclusion, reducing inequalities, developing community and individual resilience and improving access to services within island localities.

Main Duties:

- Support community well-being co-ordinators to develop delivery plans for their communities focusing on areas such as lunch clubs, men’s sheds and clothing swaps to assist families and individuals with low incomes
- Act as a central point of contact to provide ongoing support, information, guidance and training to the community well-being co-ordinators to ensure that activities meet required legislative and good practice standards.
- Compile and arrange delivery of a joint community wellbeing co-ordinator training and development plan
- Provide regular, mandatory, supervision meetings to individual wellbeing co-ordinators supplemented by a local development trust contact to provide additional support as necessary
- Design and deliver quarterly networking sessions for the community well-being co-ordinators to include attendance from relevant statutory and third sector providers as appropriate
- Develop and implement a communication and engagement plan for the project
- in conjunction with Development Trusts design monitoring, recording and reporting processes for coordinators, which will measure activity, monitor progress toward outcomes and provide robust information to evidence impact and comply with the project aims

- Submit monthly, written reports to your line manager and contribute information to additional reports as required
- provide support to the project evaluator, including assisting with the design and delivery of evaluation activities, and inputting to a 'toolkit' for sharing good practice with other communities
- Establish effective relationships with key stakeholders and other partners to secure their involvement and to identify opportunities for the co-production of services to meet identified needs.
- Participate in the Orkney Partnership "Strong Communities" delivery group and other groups as necessary.
- Assist in the recruitment and induction of island-based community well-being co-ordinators as required
- Provide the secretariat for quarterly meetings of the Project Steering group
- Manage the funding arrangements between Voluntary Action Orkney (VAO) as the lead applicant and the host island development trusts including provision of training and guidance to trust staff to ensure compliance
- Prepare and submit claims to the Aspiring Communities Fund (ACF).
- The post holder's time must be fully utilised on ACF, European Social Fund duties

Direct Reports: The post has no direct reports but will have an enabling role, working with the project evaluator and supporting the 5 isles based community well-being officers to develop and implement delivery plans.

Accountability: The post is accountable to the VAO Chief Executive with whom the post holder can expect regular meetings and an appraisal.

The post holder will also report from time to time to a stakeholder steering group comprising of representatives from VAO, Highlands and Islands Enterprise, development trusts, Orkney Health and Care and Robert Gordon University.

Hours 28 hours per week. No overtime will be paid but time in lieu allowed for any hours worked in excess of 28 per week. No more than ten hours will be accrued as time in lieu without the explicit permission of the line manger

Location The post is based in Anchor Buildings, 6 Bridge Street, Kirkwall. However, when current circumstances allow, duties will require the post holder to work for periods outside the office in other locations in Orkney, some of which could require an overnight stay. The post holder may be required to attend courses or conferences outwith Orkney.

Annual Salary Pro rata £27,028 rising to pro rata £27,298 in year two, plus pro rata Distant Islands Allowance, plus pension contribution.



Person Specification

Area	Essential	Desirable
Knowledge/experience	<ul style="list-style-type: none"> • Understanding of health and social care issues affecting remote, rural, island areas • Knowledge of appropriate legislation including data protection, health and safety and safeguarding • Understand of issues affecting, remote, rural and island areas • Knowledge of how public sector bodies work • Knowledge of the third sector and the issues that affect them • Knowledge and experience of planning services/projects • Experience of collaborative working. • Experience of managing budgets and following financial processes. 	<ul style="list-style-type: none"> • Knowledge/understanding of community and social issues • Experience of public speaking and leading group activities
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Networking, negotiating skills • Project planning and management skills • IT skills • Working with people 	<p>Reporting to funders</p> <p>Community engagement</p>
Qualifications	<ul style="list-style-type: none"> • Degree level and/or equivalent experience 	<p>Relevant post degree work experience</p>
Personal attributes	<ul style="list-style-type: none"> • Creative thinking and problem solving ability • Confident, motivated, positive • Drive and determination • Collaborative approach • Ability to manage complex and sensitive situations • Ability to lead and work as part of a team and share and impart knowledge and experience • Non judgemental 	

Project Diagram

