Job Description: Project Development Manager

Responsible to: Trustees of HOPE

Responsible for: Head Gardener, Shop and Admin Assistant, Trainees and Volunteers

Job purpose: To oversee the development of HOPE garden in line with the Business Plan and develop links between the garden and the wider community. To co-ordinate and manage a volunteer programme, and develop project opportunities for trainees and volunteers with other garden staff.

Working Hours: 28hrs

Salary: £20,382

Annual leave: 4 weeks plus 9 Public Holidays

Job summary

Operational Planning

* Organisation and management of HOPE Garden, staff, trainees and volunteers
* Responsibility for trainees’ health and wellbeing, and involvement in HOPE projects.
* Developing appropriate learning programmes for people with learning difficulties.
* Facilitating regular garden meetings with those involved in the project, in order to gather feedback and evaluate the project
* Develop the long term potential of the garden by participating in strategic discussions.
* Foster an open teamwork approach between colleagues, trainees, volunteers and other stakeholders
* Help with the implementation of relevant areas of HOPE Business Plan
* Liaise with Trustees on development of new garden projects
* Identify funding sources and prepare applications for the charity
* Provide regular reports for trustees meetings
* Attend joint staff/trustees meetings

Day to Day Operational Management

* Develop volunteer programme including recruitment, training, support and supervision of current and new volunteers
* Organise volunteer support meetings and identify any training needs
* Develop a range of opportunities at the garden
* Provide support for Head Gardener and organise and record staff team meetings
* Provide support and supervision to the Shop and Admin Assistant
* Organise User Group yearly meeting and/or development days.

Communication and organisational duties

* Support the HOPE ethos of valuing all individuals and supporting people to reach their potential
* Communicate the work and ethos of HOPE to outside agencies
* Actively seek out links with organisations and schools which could contribute to HOPE’s development
* Attend relevant training sessions, seminars and conferences
* Support fundraising and income generation activities and develop new funding initiatives
* Promote HOPE through presentations to local community groups and organisations

Person specification

* Excellent people and project management skills
* Experience of working with vulnerable people
* Commitment to person-centred values
* Good interpersonal skills and ability to work well as part of a team
* Ability to work in a patient, flexible and non-judgmental manner
* Self-reflective, self-aware and able to give and accept feedback
* Willingness to undertake additional training as appropriate
* A current driving licence and access to a car is essential
* IT skills essential, including use of Excel, Word and PowerPoint