**BLACKBURN FAMILY CENTRE**

**JOB DESCRIPTION**

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| **1. JOB DETAILS** |  |
| Job Title | Community Project Manager |
| Immediate Senior Officer | Director Responsible for Employees |
| Location | Blackburn, West Lothian |

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| **2. JOB PURPOSE*** To work with the community and key partner agencies to develop and promote evidence-based approaches and interventions to increase community capacity to address community life issues and all associated risks and harm ultimately leading to improved health, family life, knowledge, confidence, skills, opportunities, environment, safety and a reduction in anti-social behaviour. The role will also provide administrative support and, most importantly, strategic information, advice, direction and assistance to the Board of Directors at Blackburn Family Centre.
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| **3. REPORTING STRUCTURE*** The post holder will report to the Director with responsibility for employees.
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| **4. MAIN ACCOUNTABILITIES OF THE POST** * Maintaining communication and good working links with the Community of Blackburn and Partner Agencies
* Building partnerships, strategies and community Involvement
* Overseeing and maintaining the high profile of the project
* Being the main point of contact for the project
* Implement outcomes-focussed monitoring and evaluation processes
* Submission of progress and evaluation reports to funders and Board of Trustees/Directors
* Submission of Funding applications
* Organising of events and initiatives as directed by the Board of Directors and advisers
* Keep abreast of policy, national research and practice developments and share information at a national level to promote good practice in ‘Strengthening Community’ approaches
* Attending meetings as and when required. Meetings to be regularly attended are
	+ Blackburn’s Future Group
	+ Third Sector Strategic Group (TSSG)
	+ Children & Families Third Sector Group
	+ AWL Managers Meeting
* Any other role as directed by Trustees / Directors
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