



***'sharing vision, offering choice, a listening place'***

SC035942

**Job Description: Project Leader**

**Location: Community House, 23 Maree Court, Alloa, FK10 1QE**

**Full Time: 37.5 hours**

**Salary: £30,000- £35,000, depending on experience**

**Summary**

If you are passionate about providing a positive, caring place for children and adults, that really makes a difference in the community, then this job is for you!

Serving primarily the South and East of Alloa, but with the possibility of a wider scope, Community House is seeking to appoint an experienced Project Leader who has the vision and skill to support existing projects but also to enhance, integrate and develop new initiatives.

**About Community House**

Community House is an established charity with its roots in the local community for over 20 years. Supporting some of the most vulnerable children and adults, it employs 4 part time members of staff and a full-time Project Leader. With a Christian ethos but open to all faiths and none, the long-established core of Community House is to provide a safe space which welcomes all.

Currently our projects and services consist of a daily after-school club and daily holiday club during the school holidays, a Helping Hands Group for young adults with additional needs, a coffee morning and craft club for older people and a weekly lunch club run in partnership with Meals@The Gate.

Our annual budget is c £100,000, which includes a service level agreement from Clackmannanshire Council and the remainder from medium term grants and charitable activities.

**What are we looking for in a Project Leader?**

We are looking for a person with proven management and leadership skills, who can lead an organisation and has the drive and passion to help Community House achieve its charitable objectives of providing a safe space for the most vulnerable in our community.

As well as overseeing the day-to-day operations of the charity, the successful candidate will be someone who enjoys the variety of working with children and vulnerable adults as well as looking for new ways of engaging with local people to develop new projects and resources.

They will be a team player as well as a team leader and have the skills to develop and maintain partnership working at a strategic level.

**Reports to:** The Board of Trustees

**Summary - What the role involves**



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- Provide strong leadership, direction, and management in relation to all aspects of the Charity's activities, including the supervision of all service provision.
- Managing the current staff team of 4, the recruitment of new staff and overseeing staff development and training.
- Engage with the community to ensure future developments are aligned and directed by local people.
- Using an asset-based community development model, facilitate the continued expansion and development of the Charity's services. This will include effective partnership working and increasing current and other potential income streams.
- Develop and maintain relationships with key external partners and agencies.
- Control financial budgets in accordance with financial management procedures and scheme of delegated authority.
- Reporting regularly to the Board of Trustees and oversee reporting to funders and other stakeholders.

#### **Principal Accountabilities**

- Engage with the community to ensure future developments are aligned and directed by local people.
- Using an asset-based community development model, facilitate the continued expansion and development of the Charity's services. This will include effective partnership working and increasing current and other potential income streams.
- Work with and support the Board of Trustees to ensure good governance of the Charity, to meet legal requirements.
- Facilitate consultation and engage with service users to ensure that the Charity continues to co-produce services and responds to community development.
- Develop and maintain a thorough knowledge of service provision for our client group, including relevant government agenda, local and national support services, and local and national health services.

#### **People Management**

- Provide clear leadership, direction and management for the Charity, its employees and volunteers.
- Act as a source of inspiration, motivation and support for all employees and volunteers.
- Line management of staff including recruitment, training, policies, development and appraisal systems.
- Maintain and nurture a strong shared sense of identity, culture and team work within the Charity.



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### **Financial and operational management**

- In conjunction with the Board of Trustees engage in the development, planning and delivery of a funding strategy to secure the long-term future of the Charity and to ensure that financial targets can be met.
- In conjunction with the Treasurer, take responsibility to produce an annual budget for approval by the Board of Trustees.
- In conjunction with the Treasurer, monitor and report financial performance against that budget to the Board of Trustees.
- Control financial budgets in accordance with financial management procedures and scheme of delegated authority.
- In conjunction with the Board of Trustees ensure the all aspects of the facility are kept in good order and well maintained according to an agreed schedule of building maintenance.
- Build and maintain relationships with existing and potential statutory and voluntary sector funders to maximise income from these sources.
- Monitor services and manage resource allocation.
- Evaluate, cost and implement new initiatives and service delivery opportunities.
- Ensure that, where grants are in place for service delivery, all monitoring and reporting requirements are met.
- Ensure compliance across all media with the Charity's ethos, including online and in print, ensuring that all output is of the highest quality and reflects well on the Charity including the, website and social media channels.
- Maintain organisational policies and procedures that are capable of ensuring that the charity meets its legal, fiscal and regulatory responsibilities.
- To lead the team in their responsibilities relating to key risk management activities, including but not limited to arrangements for complying with Health & Safety, Food Hygiene and data protection regulations (GDPR).
- Positively represent and promote the Charity in all its dealings with external agencies.
- Represent the charity's aim and services in the wider context and participate in partnership meetings and other forums as relevant.

### **Other responsibilities:**

- To demonstrate and champion behaviours that are consistent with the values and ethos of the charity.
- Maintain a constant and effective level of communication with staff and volunteers.
- Promote and support diversity and equal opportunities for staff and volunteers.
- Undertake evening or weekend working as required.
- Undertake any other duties relevant to the job as requested by the Board of Trustees.



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### Knowledge and Experience

Essential	Desirable
Qualification in, or working towards PDA Childhood Practice Level 9 as Lead Practitioner/Manager	Experience of managing and recruiting volunteers
Minimum of 3 years management experience in the voluntary sector	Knowledge and understanding of working with vulnerable people and those experiencing poverty
Minimum of 3 years experience in working with children and young adults	Knowledge and experience of working with older people
Experience of staff management including personal development and objective setting	
Experience of managing financial resources	
Commitment to personal development	
Experience of promoting an organisation to increase awareness and support	
Monitoring and evaluation of service delivery	
Proficiency in computer literacy using standard MS Office packages, including spreadsheets	

### Person Specification

Essential	Desirable
Committed and highly self-motivated with ability to enthuse, inspire and motivate others	
Comfortable working within an organisation with a Christian ethos	
Excellent communication skills	
Ability to network and communicate with a wide range of personnel including healthcare professionals, public service professionals, charity representatives and fundraisers.	
Demonstrates good organisational, administrative and time-management skills.	



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**Application process** – please submit a CV and covering letter outlining how you meet the essential skills criteria we are looking for and tell us what you can bring to the role. Please send this by email with **PL APPLICATION** as your subject header to [val.rose@btinternet.com](mailto:val.rose@btinternet.com).

Deadline for applications – Wednesday 4<sup>th</sup> August 2021 - Noon

Interviews planned – week beginning 9<sup>th</sup> August 2021 by Zoom

Second Stage Interview – Visit to Community House for final short-listed candidates (subject to latest COVID19 government guidelines) after stage one interview, week beginning 16<sup>th</sup> August 2021

Anticipated start date – week beginning 23<sup>rd</sup> September 2021

