



ANTI-POVERTY MANAGER JOB DESCRIPTION

April 2023

Job Title:	Anti-Poverty Project Manager
Hours of work:	35 hours per week – May consider part-time and job-share. (This may include working unsociable hours including evenings and weekends)
Salary:	£35,000.00 FTE
Contract Type:	Fixed Term for 2 years from date of appointment
Office base:	PKAVS
Service:	Anti-Poverty Project
Responsible to:	Chief Executive Officer + Anti-Poverty Taskforce Chair
Responsible for:	Anti- Poverty Taskforce

Background

Perth & Kinross Association of Voluntary Service (PKAVS) is a local charity who work to provide a diverse range of services that enable the organisation’s vision of a Perth & Kinross where people and their communities thrive. Every year PKAVS supports over 5,000 local people across all communities, helping them to overcome barriers and achieve their goals. PKAVS also administers the Third Sector Interface (TSI) on behalf of the Scottish Government. The TSI supports, represents, and helps to sustain the dynamic third sector that exists in Perth & Kinross, including all charities, community groups, volunteers, and social enterprises.

PKAVS is a founding member of the recently formed Anti-Poverty Task Force with membership drawn from elected members, the business community, the third sector and other key stakeholders. The Task Force was established in response to the impacts of the COVID-19 Pandemic on our communities, closely followed by the current Cost of Living Crisis that is affecting communities nationwide.

The job

Outcome: The Anti-Poverty Taskforce works effectively across Perth & Kinross to mitigate the effects of Poverty on its Citizens.

Reporting jointly to the PKAVS Chief Executive Officer and the Chairperson of the Anti-Poverty Taskforce, the purpose of the Anti-Poverty Project Manager role is to coordinate, and programme manage all anti-poverty activities and projects across all partners in the Taskforce. This position will enable the task force to function efficiently as an oversight and scrutiny group for all poverty related activity, spanning the local authority, business and the third sectors to deliver a joined-up approach.

You’ll be adept, resilient, and tenacious at overcoming obstacles and barriers, and you’ll relish creating new processes and systems that enable the Taskforce to improve its disciplines, accountability, and efficiency in executing every part of its vision.

You’ll be responsible for arranging regular Taskforce meetings on a thematic basis, capturing key actions, and working with all stakeholders to deliver those actions, reporting back to the Taskforce with regular progress updates.

You will be a brilliant at building relationships, and engaging with a wide range of stakeholders across the Taskforce guiding them on the journey and ensuring they own accountability for actions to achieve our collaborative aims.



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Project and Programme management

- Coordinate and organise the programme of all of the Anti-poverty Taskforce's strategic outputs.
- Establish and follow standard project and stakeholder management methodologies for all anti-poverty projects.
- Initiate projects, check feasibility and calculate budgets, teams, and resources.
- Carry out planning in accordance with the needs of the Taskforce, including setting goals and objectives, defining roles, and producing schedules and timelines for tasks.
- Select, lead, and motivate Taskforce resources from both internal and external stakeholder organisations.
- Manage the project which includes coordinating the Taskforce to keep them on track and the projects on budget.
- Monitor and control activities to track the progress of projects and mitigate any issues.
- Identify and manage risks to ensure the project is delivered on time.
- Implement any necessary changes throughout the process.
- Report regularly to management and the client.
- Close projects, evaluating successes and challenges to enhance learning for new projects.

Operational excellence

- Working with the Taskforce Chairperson and the Steering group review and make sure we are all aligned in the delivery of the strategy and recommend operational systems and processes that will support this.
- Listen to and involve Taskforce members and wider stakeholders in the necessary improvements needed in their areas of influence.
- Shape, plan and implement long term projects that will continuously develop and grow our operational strength.
- Assess current processes and procedures and apply quantitative measures that provide a baseline for measuring the improvements that Taskforce actions deliver.

Skill requirements summary

- Interpersonal Skills.
- Influencing to support collaborative working.
- Analytical skills to solve problems.
- Knowledge + expertise to shape strategic direction.
- Making connections across all the memberships.
- Alongside Communication expert agree the messages.
- 30,60,90-day plans.
- Highly organised and self-motivated

This job description is not an exhaustive list of tasks, and the post-holder may be asked to undertake any other reasonable duties in connection with their post.



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Person Specification

		Essential	Desirable
Experience			
E1	Proficient in the use of Microsoft Office, including the ability to compile reports.	✓	
E2	A successful background of operations management and development in the Third Sector.	✓	
	Project and programme management skills and experience	✓	
E7	Demonstrable success in leading, motivating and managing a variety of stakeholders	✓	
Knowledge & understanding			
E4	Familiar with a range of qualitative and quantitative monitoring, evaluation, and impact measurements techniques.	✓	
E5	Appreciation of the leadership and sustainability challenges currently confronting Third Sector groups and organisations.	✓	
D1	Appreciation of local and national social policy landscape and the implications for PKAVS.		✓
Skills & Attributes			
E6	Ability to translate complex ideas and developments into accessible and inclusive communication.	✓	
E7	Team player, able to articulate and willing to contribute to shared organisational objectives.	✓	
E8	Relational - comfortable to engage with a range of actors and stakeholders, adapting one's approach to the audience.	✓	
D2	Capable of independent research and data analysis which support PKAVS learning and development.		✓
D3	Current driving licence and use of own car.		✓



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Additional Information

Employer:	The post-holder will be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
Location of Work:	This post will be based at The Gateway, North Methven Street, Perth PH1 5PP or other sites/services as required by the organisation.
Responsible To:	Chief Executive Officer
Probation:	This post carries a 6-month probationary period.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references and eligibility to work in the UK.
Support and Supervision:	The post holder will receive regular support and supervision carried out by the Partnership and Communities Manager.
Holidays	<p>PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.</p> <p>On appointment - 238 hours</p> <p>Equivalent to 34 days (28 days annual leave and 6 public holidays)</p> <p>After 2 years - 252 hours</p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p>After 3 years - 273 hours</p> <p>Equivalent to 39 days (33 days annual leave and 6 public holidays)</p> <p>Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.</p>
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.

PKAVS is an Equal Opportunities employer.