



Project Manager - Job Description

Job Overview:

As Project Manager you will be responsible for the day-to-day running and management of Springburn Community Hub, and the volunteers. From recruiting, training and management of hub volunteers to ensuring that service users get the best possible support we have on offer and that they are made to feel welcome. Based in Springburn Shopping Centre, you will oversee the running of the various services in the community hub unit, such as Springburn Community Fridge, the Heritage group, the small community café and other ad hoc support services such as advice on local services and signposting. You will be required to manage volunteers to cover daily services and will be expected to work hand-in hand, during busy times.

The community hub is a dynamic environment where no two days are the same. therefore, in this role you will be expected to be able to problem solve and manage in various environments.

Working Hours:

25 hours per week, £20,000 per year (Please note, a 3-month probationary period will be in place. A meeting will be held one week prior to the end of this period to allow discussion of role and candidate/employer needs or suggestions. Probational starts on first day of employment).

Monday to Friday: 11am to 3pm

Work may be required during weekends to support the wider Spirit of Springburn projects. However, time off in lieu will be given for this.

Responsibilities and Duties:

- Take a leading role in Spirit of Springburn governance and admin
- Open and run Springburn Community Hub on a day-to-day basis
- Recruit, train and manage hub volunteers in their various roles
- Daily supervision of Hub Co-ordinator/s and volunteers ensuring sufficient support to cover hub services
- Manage hub record-keeping (financial, HR and service users' info),

- Assist in the development of hub services and key projects (Fridge, Heritage, H&W etc)
- Ensure all policies and procedures are strictly adhered to and health and safety regulations compliance.
- Update the Spirit of Springburn Board on matters ongoing in the community hub
- And all other reasonable duties that can be expected to follow in this role as manager of a front-facing community support service.

Skills and Qualifications:

The following skills and qualifications are required for this role

Essential:

Previous experience in a staff or volunteer management role, preferably in a community development setting.

Exceptional IT and social media skills

- Confident and approachable, able to lead a friendly, supportive team of volunteers that work in a sometimes challenging but rewarding environment
- Great problem-solving skills, able to adapt to diverse environments
- Be able to work effectively and prioritize workload according to need
- Good conflict management skills
- Confident when dealing with members of the public and colleagues in authority
- Have effective time management and organisational skills
- Confidence to lead a team of volunteers yet offer support where needed including personal development and training needs
- Enthusiasm and empathy for helping those in need in a non-judgmental environment
- Eager to learn and share learning with team members
- To lead by example
- To report regularly to Board members at meetings giving update of all hub matters and any ongoing issues
- Knowledge of Springburn area desirable but not essential

A PVG is required for this role as you will be working with very vulnerable individuals, however this will be provided for you before your start date. A Food Hygiene Certificate would be useful however, as before, the training for this, and other necessary skills, will be made available to you (policies and procedures for example).

Reporting to: Community Development Officer and Board.

If you are interested in applying for this role please email a completed application form to info@spiritofspringburn.com