



JOB DESCRIPTION

Job Title:	Project Manager		
Area of Work:	Shed Project	Salary:	£22,000-£26,000 pa (depending on experience)
Reports to:	Management Committee	Date:	Aug 2018
Hours:	35 hours per week (occasional evenings/weekends)	Duration:	Permanent

Job Purpose

To manage full time the Shed Project facility & its service user programme.

Duties

1. Day to day management & running of the Shed Facility, and the programme of events run within the Shed in Stornoway.
2. Supporting and building relationships with people attending The Well (men) and The Ark (women) drop in groups. These groups provide support to anyone whose life is affected by their own or someone else's drug or alcohol use, and who may feel socially isolated.
3. Line managing the Youth Worker and the Youth Support Worker and providing guidance, support and mentoring for the work of the youth programme.
4. Develop links and initiate activities with the wider community through liaison with groups / partners / individuals in and around Stornoway.
5. Maximise use and utilisation of the Shed building by engaging with other agencies and also increasing public awareness that the facility can be hired out.
6. Liaison and reporting to the Shed Management Committee and Deacons Court.
7. Manage volunteer rotas, selecting suitable volunteers and ensuring they are properly vetted to work with vulnerable groups.
8. Assist in preparation of reports back to funders and assist with new funding applications (Finance/Admin personnel will be fully involved in this aspect).
9. Management of health and safety at work requirements, including building, plant, equipment maintenance, emergency procedures, accident/incident logs, fire alarm testing, first aid equipment, welfare and organising risk assessments via the health and safety adviser and supported by finance/admin personnel.
10. Ensuring compliance with all local authority regulations.
11. Any other duties as required by the needs of the Shed Project facility as it grows and develops.



PERSON SPECIFICATION

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE SELETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Understanding the needs of community work, specifically to support those affected by substance misuse.	D1	Youth work development.
			D2	Knowledge and understanding of management and development of social enterprise or equivalent
Skills and Abilities	E2	Ability to manage a small staff team	D3	Finance / budgetary skills / knowledge Event co-ordination experience Admin/IT skills
	E3	Self starter/motivated to work on own initiative	D4	
	E4	Ability to communicate clearly at all levels.	D5	
	E5	Ability to engage & manage teams of volunteers		
	E6	Strong organisational skills.		
	E7	Strong relational & interpersonal skills.		
	E8	Ability to cope with unexpected situations calmly		
	E9	Ability to engage with hard to reach individuals, who experience social isolation		
Education/Experience	E10	Experience of working with Youth & Community Groups.	D3	First Aid training.
			D4	Formal appropriate qualifications – or equivalent work experience
			D5	Experience of managing a community group or project.
Other Factors	E11	Understanding of the importance of confidentiality.		
	E12	Respect for others.		
	E13	Positive attitude.		
	E14	Emotional warmth.		
	E15	PVG Check.		
	E16	Understanding of the Christian faith and ethos.		