



JOB DESCRIPTION
Moving On
Project Manager (female)
5 days/week
£29,570 inc. L/W

Purpose of the post

To assist Pecan in its goal of becoming as effective and efficient as possible in realizing the vision of 'Transforming Lives, Transforming Communities', by managing all aspects of Moving On, a project designed to support young women aged 15-17 both within and coming out of prison, and help them integrate into society in constructive ways. This project and post are funded by The Big Lottery.

Reporting to: Executive Director

Main Responsibilities

- Assume operational responsibility for all aspects of the development and successful implementation of the project to achieve the planned outcomes
- Develop and implement all systems and procedures for ensuring the effective monitoring of the project

1. Staff

- 1.1. Line manage and appraise all project staff
- 1.2. Work with the HR Manager to recruit staff as appropriate
- 1.3. Ensure that project staff and volunteers fulfil the highest safeguarding standards for their own and their clients' protection
- 1.4. Ensure all project staff and clients have a healthy and safe working environment and that this is regularly reviewed.
- 1.5. Support the development of appropriate volunteering roles
- 1.6. Oversee the Coach Mentors' management of their allocated volunteers

Funded by



2. **Finance**
 - 2.1. Manage the delegated budget in cooperation with the Finance and Office Manager
 - 2.2. Be responsible for ensuring all staff manage expenditure claims in time and within agreed budget limits

3. **Project Management**
 - 3.1. Co-ordinate the efficient delivery of activities
 - 3.2. Co-ordinate the training and support for the Coach Mentors and manage their activities, including matching clients to mentors
 - 3.3. Manage the establishment and ongoing delivery of an online support portal
 - 3.4. Implement and manage all quality assurance procedures
 - 3.5. Consult with beneficiaries to develop and deliver appropriate programmes and services to meet their identified needs

4. **Partnership Management**
 - 4.1. Liaise with The Big Lottery with regards to the delivery of the project and monitoring reporting
 - 4.2. Co-ordinate partnership steering groups
 - 4.3. Liaise with partners to ensure they are meeting their targets and delivering to agreed standards

5. **Administration**
 - 5.1. Co-ordinate the marketing and promotion of the project
 - 5.2. Lead on the dissemination of the project's outcomes
 - 5.3. Lead the project's interim and full evaluation
 - 5.4. Ensure online and paper files are kept up to date

Wider Organisational Responsibilities

1. Pray regularly for the work of Moving On, both individually and with your colleagues.
2. Attend the Pecan team meeting when required, taking an active part in prayer and worship.
3. Read the staff handbook, adhering to all policies and procedures, which convey our Christian focus in all areas of work life.
4. Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner.
5. Undertake other tasks as agreed by the Executive Director

6. In agreement with your line manager pursue a personal programme of learning and development in order to enhance skills and performance.

Personal circumstances

1. You will need to be able to work some evenings and weekends.
2. This post will require a CRB check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.
3. Due to the nature and sensitivity of the projects client group, it is an Occupational Requirement under the [Equality Act 2010, Part 1, Schedule 9](#) for the post holder to be female.



PERSON SPECIFICATION
Moving On Project Manager

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Knowledge, Skills and Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Excellent track record in the operational management of a project • Experience of managing staff and/or volunteers • Excellent interpersonal skills including ability to sensitively manage issues arising with clients where Coach Mentors need extra support • Ability to communicate and motivate both verbally and in written media. • Knowledge and understanding of prison and/or probation services • Ability to competently use a range of ICT packages • Ability to work under pressure and meet deadlines, with good attention to detail • Ability to work unsupervised and to be self-motivated 	<p>Desirable</p> <ul style="list-style-type: none"> • Accredited Prince 2 Project Manager • Experience within the prison system either as a former inmate, visitor or officer • Successful track record in the management of budgets and financial reporting • Experience of working with disadvantaged groups • Broad experience of dealing with people from a range of backgrounds and cultures. • Understanding and experience of a range of Christian traditions and denominations and ability to relate well to all. • Knowledge of voluntary organisations
<p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Commitment to the goals, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions 2. Someone who is able to sign the Churches Together Basis of Faith, and can demonstrate commitment to Christians and churches working together 3. An ability to work well in a team 4. A desire to encourage people to realise and attain their full potential in life 5. Very encouraging and with a strong positive attitude 6. Mature, flexible and sensitive with an ability to adapt to changing needs of our clients and to encourage staff 7. Self-confident & self-motivating 8. It is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9 for the post holder to be female 	