**JOB DESCRIPTION**

**Title**: Projects Manager **Salary**: Band 5: £24,962 - £31,102

**Reports to:** Deputy Chief Executive **Hours of Work**: 37.5 hours per week

**Based at:** Inspire Suffolk, Lindbergh Road, Ipswich, IP3 9QX

**Key objectives of role**:

1. As a Senior Manager lead an ambitious and compelling strategy that supports the interaction the Charity has with young people in need across Suffolk.
2. Lead a financially sustainable, high quality service which delivers skills and lifelong learning in response to community need.
3. Lead continuous programme improvement and ensure high quality and consistent programmes are delivered in line with compliance from subcontractors.
4. To take personal responsibility for the understanding and application of the Inspire Suffolk Values.

**Main responsibilities:**

1. Provide strategic leadership and direct management to shape and develop a range of programmes to achieve the best possible outcomes for service users.
2. Take responsibility for improving performance of programmes and determine and review strategic priorities alongside the senior management team
3. Effectively manage budgets and allocated financial resources to achieve the best possible outcomes for programmes.
4. Ensure that programme planning, and delivery takes account of national and locally agreed performance standards and are provided within policies and procedures of Inspire Suffolk
5. Actively build and maintain internal and external relationships with partners, communities, politicians, the public and the media.
6. Motivate, mentor and support staff to develop high quality practice, embed behaviours and lead effective ways of working within the team.
7. Implement and maintain high quality and effective performance management focusing on the delivery of performance indicators and individual objective development plans.
8. Take responsibility for workforce planning, selection, recruitment, disciplinary and grievance processes and training and development.
9. Write high level reports as appropriate for a range of strategic decision makers; Trustees, Chief Executive, Chief Operating Officer and SMT.
10. Work with the Senior Management Team to deliver the priorities in line with the mission statement of the Charity.
11. To take personal responsibility for own Health, Safety, Welfare and safeguarding of that of colleagues in the workplace.

**Person-profile:**

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| **Selection Criteria:**  A = Application Form I = Interview D = Desktop or other practical exercises | Essential or  Desirable | Assessment Method  (A, I, D) |
| **Experience:** | | |
| * Experience of building and utilising networks to the benefit of the charity | **E** | **A, I, D** |
| * Enthusiastic, self-motivated and target orientated. | **E** | **A, I** |
| * The ability to maintain good working relationships with a wide range of people. | **E** | **A, I** |
| * Experience of using computer systems and equipment. Including but not exclusively word, excel, powerpoint. | **E** | **A, I** |
| * Ability to cope with demanding situations and to work to deadlines. | **E** | **A, I** |
| * Track record of working at senior level within a skills or adult learning environment. | **E** | **A, I** |
| * Ability to motivate colleagues and develop their professional capability. | **E** | **A, I** |
| * High level planning skills to ensure milestones and deadlines are met. | **E** | **A, I** |
| * Experience of delivering engaging presentations to large groups. | **E** | **A, I, D** |
| * Experience of successfully managing budgets. | **E** | **A, I** |
| * Experience of using data to support short, medium and long term business decisions. | **E** | **A, I** |
| **Qualifications:** | | |
| * Proven leadership ability. | **E** | **A, I** |
| * Enhanced DBS Certificate (this is essential as part of the role and can be undertaken if the postholder does not already have a DBS Certificate). | **E** | **A, I** |
| * Clean Driving Licence | **E** | **A, I** |
| **Skills:** | | |
| * Excellent written and verbal English communication skills. | **E** | **A, I, D** |
| * Demonstrate creativity. | **E** | **A, I, D** |
| * Attention to detail. | **E** | **A, I, D** |
| * Self-motivated and proactive. | **E** | **A, I** |
| * Ability to work to deadlines and agreed timescales. | **E** | **A, I** |
| * A willingness to work outside normal office hours if and when required. | **E** | **A, I** |