

**Feeding Coventry – Project Manager (contracted)**  
**Job Description and Person Specification**  
Registered Charity No. 1175755



**Role title:** Project Manager (contracted)

**Accountable and reporting to:** Chair of the Board of Trustees

**Contract rate per day:** Negotiable per day dependent on experience

**Hours:** 2 – 3 days per week worked flexibly, with occasional weekends and evenings

**Start date:** To be agreed with the successful individual

**Contract period:** 12 – 18 months to set up Foleshill Community Centre.

**Holidays and Pension:** as this is a contracted (rather than employed) position there is no entitlement to holiday or workplace pension

Prospective candidates should be comfortable with submitting invoices to the charity for their services rendered either as a limited company or sole trader. Applicants will be required to comply with intermediary tax legislation (IR35) if appropriate.

**Funding:** this position is funded by the Big Lottery Fund

## **The Role**

### Background

Following a successful application to the National Lottery Feeding Coventry has received nearly £250k to establish Coventry's first Citizens's supermarket. In July 2018 the charity applied for asset transfer of Foleshill Community Centre.

This role results from a need to project manage the development of the community centre into a facility that not only provides food to people struggling in the area but also supports and alleviates the issues faced by the local community. These extend further than simply poverty to health and wellbeing and community cohesion.

### Overall purpose of the role

1. To represent this charity in the Foleshill community and the city; build relationships

with the local authority, partner agencies and the local community in Foleshill.

2. To have overall responsibility for managing the renovation of Foleshill Community Centre, contracting with suppliers to deliver restructuring and services for the centre.
3. Establish partnerships to deliver the aspirations of the trustees and community with regard to the future use of the centre as outlined in the powerpoint document attached to this job description.
4. To provide leadership within ensuring effective operational support for successful delivery of the Foleshill Community Centre Project.
5. To ensure the continued financial sustainability of the project through secure financial stewardship, developing a Project Plan, seeking grants, donations and fundraising.
6. To support the Trustees in their role of providing effective governance as it relates to the community centre, ensuring up-to-date policies, procedures and standards are in place and implemented in and by the charity's projects, thus ensuring that the charity is meeting all of its mandatory and statutory obligations as a charitable incorporated organisation.

### **Main duties and responsibilities**

#### **Management:**

1. Manage the initial delivery of the Foleshill Community Centre project. Support and manage staff and the recruitment of volunteers in conjunction with the Charity Trustees.
2. Coordinate activities to support effective service delivery until the project has been fully implemented.
3. Work with the trustees to implement and maintain efficient systems which support the day-to-day running of the community centre.
4. Assist the Trustees in developing policies, procedures, systems, strategies, targets and budgets to ensure appropriate regulatory compliance for the centre.
5. Engage with the community and support the trustees regarding how the charity will meet the community's aspirations for use of the centre so that the current and future

direction, and possible expansion of the service provided by the charity, is consistent with the needs of those we seek to serve.

6. To communicate clearly the Charity's objectives with regards to the community centre and plans in ways that make sense to all relevant stakeholders and to lead their implementation in ways which optimise the use of the organisation's resources.
7. Establish effective recruitment, management supervision and appraisal of both staff and key volunteers until the project implementation is complete, and prepare handover of the project to the community upon completion.
8. Prepare an achievable Project Plan, for approval by the Trustees, that is consistent with the charity's Strategic Plan and the operational requirements of the project which can, in addition, be used to support grant and funding applications.

#### Working with the Trustees:

1. Report to the Trustees with comprehensive and up-to-date information to ensure effective governance and project management.
2. Liaise with and inform Trustees to support them to make decisions about the Foleshill Community Centre Project.
3. Implement agreed project Plans.
4. Work collaboratively with trustees and other persons working on behalf of the trustees to deliver the project.

#### Development, fundraising and promotion:

1. Oversee the continued development of an effective fundraising strategy in relation to the Foleshill Community Centre.
2. Steward, develop and grow the charity's list of supporters, overseeing use of the donor database to maximise opportunities.
3. Work with the Trustees on grant funding applications and plan a fundraising schedule of regular forecast income.
4. Develop internal external links to communicate and nurture the work of the charity in relation to the Community Centre.

5. Promote the work of Feeding Coventry locally and nationally and seek to build relationships, which encourage best practice and new ideas.

Financial stewardship:

1. Work with the Treasurer to establish clear financial systems and controls to ensure efficient use of funds in developing the Foleshill Community Centre.
2. Work with the Treasurer and Trustees to set appropriate budgets and targets and monitor and report on spend against those targets.
3. Manage service level agreements and reporting where required according to primary grant funders such as the National Lottery.

## Person Specification – specific requirements

Job title: Project Manager		
Specification	Essential	Desirable
1. Education & training	Degree level or equivalent	Project Management/ Management/leadership postgraduate qualification
2. Proven experience	<p>Of the management of staff, teams and volunteers, including: recruiting/ motivating/ leading/ coordinating/management supervision and appraising.</p> <p>Of setting up successful large scale community projects within the charitable sector.</p> <p>The ability to work independently, using appropriate levels of judgement and initiative at a senior level.</p> <p>The preparation and implementation of Project Plans, funding applications and Budgets</p> <p>The ability to manage complexity, and to deliver on-going stable management, of a complex project within an integrated strategy for the charity.</p> <p>Experience of analysing complex issues and problems and finding practical solutions and strategies to meet them.</p> <p>Effective experience working with public, private and third sector partners. Working with marginalized or vulnerable individuals in a supportive capacity (paid or voluntary)</p> <p>Working with stakeholders, partners and members of a Project team.</p> <p>Effective team-working,</p>	<p>Of working with: Statutory Service Providers, Voluntary Agencies,</p> <p>Knowledge of the regulatory requirements of a CIO</p> <p>Strong knowledge of finance. Experience with lease and contract negotiations.</p> <p>Knowledge of supply chain within the food sector.</p> <p>Broad understanding of the issues surrounding welfare and debt.</p> <p>Extensive, highly developed networks within the Coventry community.</p> <p>Can demonstrate how networked local relationships have produced public benefit.</p> <p>Experience and knowledge of community cohesion and issues relating to poverty.</p> <p>Experience of working at board/trustee level or with boards/trustees.</p>

	<p>maintaining supportive relationships and contributing positively to team.</p>	
<p><b>3. Skills &amp; Abilities</b></p>	<p>A clear understanding of the operation and nature of charities and how that impacts a large scale capital project.</p> <p>A well-developed understanding of the inter-relationships between the public, private, voluntary sectors and faith and ability to navigate complex intercommunity relationships.</p> <p>Excellent interpersonal skills, including:</p> <ul style="list-style-type: none"> <li>● Ability to listen</li> <li>● Empathetic approach to people in difficult circumstances</li> <li>● Ability to interact with all in a positive and respectful manner</li> <li>● Ability to encourage and motivate others</li> <li>● Ability to mediate and resolve conflict</li> </ul> <p>Excellent organizational skills, including:</p> <ul style="list-style-type: none"> <li>● Time management</li> <li>● Ability to manage and to prioritise work</li> </ul> <p>Excellent verbal and written communication skills</p> <p>A confident public speaker</p> <p>Proficient in the use of Microsoft Word, Excel, databases and the internet.</p> <p>Problem-solving approach to work</p> <p>Understanding of healthy working practices and willingness and</p>	

	<p>ability to use available support systems</p> <p>Ability to carry out risk assessment</p>	
<p><b>4. Attributes</b></p>	<p>A passion for seeing communities transformed and a track record seeing transformation undertaken.</p> <p>The energy and ability to motivate all stakeholders.</p> <p>Has an innovative vision to identify new opportunities aligned with the Project.</p> <p>Demonstrate understanding of the concept of Citizens supermarket</p> <p>Positive, 'can-do' attitude</p> <p>An open &amp; accepting approach to all, regardless of their religion, ethnicity, disability, age, gender or sexuality.</p> <p>Able to deal with relational conflict professionally</p>	<p>Knowledge of various models of Citizens supermarket and can demonstrate an innovative approach to their implementation</p>
<p><b>5. Additional requirements</b></p>	<p>Willingness to work flexibly, including evenings and weekends.</p> <p>Appropriate means of transport</p>	<p>Full clean driving license</p>