

## **Project Manager for Waltham Forest Foundations: Promote sustainability and social inclusiveness**

Forest Recycling Project is looking for an experienced project manager to lead and promote ongoing implementation of 'Waltham Forest Foundations', a green community project supported by Big Lottery.

Waltham Forest Foundations aims to deliver both environmental benefits and promote social inclusion. Over a two year period the project will provide green volunteering opportunities to 120 volunteers, who are affected by marginalization or social exclusion.

### **PURPOSE OF ROLE**

- Lead delivery of the Waltham Forest Foundations project, continuing the current successful implementation and contributing with new ideas, energy and knowledge
- Contribute to the organisational development and income generating activities as an integral part of project implementation
- Ensure completion of monitoring and reporting requirements following Big Lottery's guidelines
- Support FRP's overall operations and management as directed

### **KEY ACTIVITY AREAS**

#### **Project management**

- Coordinate effective delivery of all aspects of the project, including detailed budget preparation, follow-up and other monitoring tools
- Lead on implementation of environmental and social impact monitoring tools
- Build and maintain productive and positive partnerships in support of the project
- Coordinate, document and chair implementation group meetings
- Complete quarterly reporting requirements

#### **Project delivery**

- Work closely with, and provide direction when necessary, to project staff, interns and the project officer
- Raise the projects profile through social media and other marketing routes
- Support the project officer in the management and assessment of referrals from partner agencies and oversee all initial assessments

- Support the project officer in allocating beneficiaries to key workers and assure the quality of the provision of the delivery partners
- Manage risk assessments and the design of individual learner plans
- Initiate and facilitate skill-sharing workshops including planning, preparing session materials, delivery and evaluation
- Take the lead regarding assurance and implementation of safeguarding vulnerable adults procedures

### **Organizational management**

- Attend external events and meetings to represent FRP
- Participate in FRP staff meetings, sharing information and progress about the project and sharing in FRP's overall management and development as an organization
- Manage relationships with key partners and stakeholders

### **PERSON SPECIFICATION**

#### *Experience*

Project management, delivery and monitoring

Experience/ understanding of creating income generating activities within the framework of community work

Proven ability to manage project finances

Experience/understanding of partnership working with external agencies

Work with and support volunteers who may be isolated or have low levels of confidence e.g. due to long-term unemployment or mental ill health

Experience of and a keen interest in social enterprise and the environmental sector

#### *Skills & abilities*

A self-starter, able to work without direct supervision

Strong verbal and written communication skills

Computer literacy, including the ability to maintain an effective volunteer database and administrative system

Creative problem solving skills and a 'can do' attitude

Willingness to work flexibly and get stuck in – including with hands-on tasks in our reclaimed paint shop and warehouse (as FRP is supported by a small team of staff and volunteers)

Eligibility to work in the UK

JOB TITLE: Project Manager (Waltham Forest Foundations)

HOURS: 22.5 hours per week/ 3 days a week.

CONTRACT: Start date 1<sup>st</sup> of November or sooner/ end date March 2019

ANNUAL SALARY: Estimated £ 15.000 per year

REPORTS TO: General Manager

APPLICATION DEADLINE: 9<sup>th</sup> of October, 2017

If you have any questions, please feel free to contact FRPs General Manager Pernille Moeller ([pernille.frp@gmail.com](mailto:pernille.frp@gmail.com) or phone 020 8539 3856)