Voluntary Action in Mid Devon

Coggan's Well House (CHAT), Phoenix Lane, Tiverton, EX16 6LU

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'Communities that Can' Project Manager Job Description

Salary: £30,950.00 (Pro-rata £14,856.48) plus pension.
Hours: (Part time) 18 hours per week (flexible but to include Mondays).
Location: Tiverton office and home-based.
Responsible to: Chief Officer.
DBS Check: May be Required.
Contract: (2.25 years contract ends March 2027).
Holiday: 5 weeks plus statutory bank holidays

Purpose of the Post

'Communities that Can' is an exciting new Big Lottery funded project. We are looking for an experienced and dynamic project manager to use their skills, knowledge, passion and energy to help us successfully deliver our new project; 'Communities that Can.' The project is designed to connect residents, foster local engagement, and support local organisations through real-world interactions. By offering connections through events, groups support, local directories, and volunteer opportunities, we aim to create stronger, more vibrant communities across Mid Devon. We lead neighbourhoods into supportive, interconnected networks where everyone feels at home. You will be responsible for planning, organising, managing the project team, allocating resources accordingly and successfully leading the CTC project to completion and within budget as well as ensuring monitoring and evaluation is in place so we are delivering the best impact for the area.

The role of the project manager includes:

- Project Management and frontline delivery of the CTC project taking a leadership role in how the project is developed and delivered.
- Develop community engagement encouraging community members in the three main Mid Devon towns of Crediton, Cullompton and Tiverton to come together to share and develop ideas for the project leading to local community development and regeneration processes (including for example: community planning, community asset development, establishment of groups, events and activities etc in response to local need). This collaborative approach will inform every element of the work enhancing community participation and growing a wider diversity of community champions, volunteers and engagement within Mid Devon communities and the wider voluntary sector to ensure sustainability at the end of the project.
- To represent and promote the work of Involve Voluntary Action in Mid Devon most notably the CTC project at strategic level with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners and communities.

Key Responsibilities

Delivering our vision: Working within our Mid Devon communities, Involve staff and external stakeholders in order to deliver the vision of the CTC project to create empowered communities shaping their own futures; addressing disadvantage, developing and improving the quality of life and vibrancy of communities collaboratively.
Develop project plans: Create step-by-step project plan and practical tasks and associated communications alongside the Project Assistant.
Community work and rural development: To assist communities with community empowerment techniques and the assessment of local need to help foster economic regeneration and establish groups, assets, events and activities etc in response to local need together with Community Builders.
Project Management: Manage all aspects of project delivery including project budgets and reporting and recommend subsequent budget changes where necessary.
Promote the Project: Deliver network events and training to diverse audiences across Mid Devon to promote and improve community engagement alongside the Marketing, Publicity and Events Coordinator.
Staff Management: Line management of CTC project staff including supervision, work planning and delivery.
Policy and Programmes: To keep abreast of current issues, trends and developments, locally and nationally, which are relevant to the Job Role and likely to influence the work of Involve Voluntary Action in Mid Devon..
Regular Reporting: Develop an effective reporting strategy and communicate project progress and impact to management board, team members and stakeholders together with the Project Assistant.
Impact: Ensure the project meets its targets and delivers its aims and objectives.

Skills / Experience

Qualifications:	**Essential:**	**Desirable:**
Educated in relevant subjects	*	
Educated to Degree level		*
Community Organising or Community Development qualification.		*
Project management qualification.		*
Experience and Knowledge		
Strong project management experience and skills including managing budgets.	*	
Experience of developing and working with groups.	*	
Strong people management skills.	*	
Good interpersonal, negotiating and influencing skills with a wide range of people and able to build strong relationships with external partners /organisations.	*	
Excellent understanding and experience of monitoring and evaluation.	*	
Understanding of the principles and knowledge of the approaches to community engagement.	*	

Knowledge of statutory, private, voluntary and community groups.	*	
Understanding and practical experience of the Asset Based Community Development approach.		*
Understanding of the governance and management frameworks within which not for profit organisations operate.		*
Strong working knowledge of Microsoft Office and related processes	*	
Self-Management		
Excellent organisational skills, self-motivation and ability to progress work with limited supervision.	*	
Able to stay positive and enthusiastic in the face of demanding and diverse workloads whilst working to deadlines.	*	
Understanding of professional boundaries and safeguarding.		*
Communication		
Knowledge and experience of social media.	*	
Excellent communication and interpersonal skills especially in engaging and listening to people.	*	
Good written, verbal and presentation skills including writing project reports.	*	

About You

We're looking for someone with a background in project management and the voluntary sector. You will have a positive can do approach, be an excellent communicator and facilitator with great people skills. You will have the ability to manage varying interests with confidence and sensitivity.

You will be a highly organised person, who is able to manage a diverse workload and feels comfortable using your own initiative with an ability to prioritise your workload and meet deadlines.

You will have a love of all things community and a good understanding of, and commitment to, the not-for-profit sector and community action. You will also be a natural leader and motivator. If this sounds like you, we would love to hear from you.

Other

Driving Licence required.

Mobile working required.

Evening and weekend working occasionally when required.