

# Aberfeldy Big Local

## Project manager

- **Location:** Aberfeldy, Tower Hamlets and QSA's offices in Bethnal Green.
- **Responsible to:** Community change manager
- **Salary:** Full time £36,576 to part time £25,400
- **Hours:** Full time 36 hours a week to part time 25 hours per week
- **Leave:** 25 days holiday per annum plus bank holidays pro rata

### How to apply

We're keen to make our recruitment process clear and transparent. Firstly, by 9am on **Monday 6 June**, we'd like you to send (to [info@qsa.org.uk](mailto:info@qsa.org.uk)) the following two documents:

- Your CV, highlighting the areas of your experience pertinent to this role.
- Your supporting statement, explaining why you want this role and how you have the experience, skills and values we're looking for. You will find this within our person specification further on in this pack. We'd encourage you to demonstrate why you'd be a great fit, but also be honest with us if you feel there are some aspects of the role you have less experience in.
- We also invite you to complete our online [equality and diversity monitoring form](#)

We're holding interviews on **Friday 17 June**, ideally in person, in Bethnal Green or Aberfeldy – however we can accommodate Zoom too. To enable all candidates to come to the interview well prepared, we'll send you the interview questions the day before. We're hoping to be able to make decisions that day, but if we've got a couple of particularly strong candidates, we may want to speak with you again.

Being a diverse and inclusive organisation is very important to us. We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences. We hope you find this job pack clear and welcoming and indeed, should you apply for this role, that you find the same to be true of our whole recruitment process. Please do let us know if you don't. We would genuinely welcome the feedback.

## About Aberfeldy Big Local

Aberfeldy Big Local (ABL) is a community project, working to make the Aberfeldy area in Poplar, Tower Hamlets a better place to live. ABL is part of the Big Local programme, a 10-year initiative, running till early 2026, giving 150 areas across the UK £1 million of Lottery money to make positive changes to their community. Each area forms a partnership group of residents and decides how to spend their funds. Many, like Aberfeldy Big Local, decide to employ staff to bring their ambitions to life.

## About the role

The ABL partnership is currently creating a new plan with the local community for the remainder of the Big Local programme until 2026. It is undertaking extensive community engagement to ensure it involves all communities in the area.

As a highly organised and proactive individual, with a depth of experience in strategic planning and management, this is an excellent opportunity for you to play a key role in shaping the future of this impactful and respected organisation. Your role will be to operationalise the plan, continuing to involve the local community and working alongside the Aberfeldy Big Local partnership board.

You will manage a small team; two part time community engagement officers, a community organising & regeneration officer, and a worker who runs our open space tearoom several mornings a week. The ABL premises is on a street scheduled for redevelopment later this year, so relocation will be one task within the remit of the new manager.

We're looking for someone who holds themselves to high professional standards, who is passionate about enabling resident-led change. You'll be adept at multi-tasking and will be able to switch from being local and hands on to servicing the more strategic needs of the partnership board. You'll have a strong understanding of the nature of community work and of the challenges and barriers that can be faced by low-income communities.

## What is Aberfeldy Big Local doing?

The Aberfeldy Big Local partnership's aims within its 2020-22 plan are:

- **People:** To build a strong and confident community, we will invest in our people to become active in local life, taking the lead on activities and events that bring people together and build community spirit. We will invest in our young people to have a brighter future.
- **Places:** A community needs vibrant, authentic, and welcoming places for people to meet and mix. We will conserve and develop the places where we mix with our neighbours, build new relationships, and develop a sense of belonging to Aberfeldy.
- **Power:** We will build the power of Aberfeldy residents to influence the changes taking place in the area and make sure that the future benefits everybody. We'll do this by connecting with



local organisations, supporting them to build their capacity and developing the community's voice to be heard on an equal footing with developers, the local council, and other agencies.

## **About Quaker Social Action**

Quaker Social Action is an east London charity tackling poverty and social exclusion. As the Local Trusted Organisation (LTO), QSA is accountable to Local Trust for the use of the Big Local funding, as well as providing governance and personnel support to the Aberfeldy Big Local partnership.

## Role description

**Purpose of post:** To manage and develop Aberfeldy Big Local, a resident led community development initiative in the Aberfeldy area of Tower Hamlets and to operationalise the Aberfeldy Big Local plan making sure it is on track to deliver by the end of the programme in 2026.

To work closely with the Aberfeldy Big Local partnership board to oversee the spending of funding, according to the Big Local principles and values – with the aim of making the local area an even better place to live.

### **Partnerships**

1. To work closely with the ABL partnership board to understand their ambitions and vision for their community.
2. To work with the partnership to set and monitor plans for the expenditure of funds.
3. To work with the ABL Local Trusted Organisation to ensure accountability for expenditure back to Local Trust.
4. To work with the Big Local rep to ensure that work is in line with Big Local values and ethos.
5. To engage closely with key stakeholders to build a wide range of partnerships across the borough.
6. To review and update the ABL plan, as directed by the partnership.
7. To ensure the partnership are kept in touch with progress and share information, impact, and financial updates to enable them to make the key decisions to shape the future of ABL.
8. To coordinate and service the ABL partnership meetings.
9. To support the smooth workings of the ABL partnership including assisting with recruitment of new members to continue strengthening the board.

### **Enabling community activities**

1. To build up knowledge and networks within the local area, including outreach and running forums and consultation events to ensure the voices of residents continues to be heard.
2. To build on the local ideas and initiatives within the community and to utilise Big Local funding to further those aims.
3. To seek out ideas and collaborations with others to strengthen community ventures.
4. To identify gaps and needs within the community for further learning and development.
5. To focus on parts of the community who may benefit more from services and/or be harder to reach e.g., younger people, older people, households where English isn't the first language, etc.

6. To work with the development workers to offer practical support to devise, develop, deliver, and strengthen community ventures.
7. To promote and market activities to raise awareness of what is available within the community.
8. To grow sustainable initiatives within the community and build a legacy out of the ABL work.
9. To oversee any grants given out by ABL, which could be large grants for key community activities requiring the production of tender briefs and contract management or the ABL Community Chest small grants process, including talking to potential applicants, reviewing applications against eligibility criteria, overseeing decision making, collecting monitoring data and evaluating the impact of this programme.
10. To develop all community activities with due regard to Covid concerns, ensuring activities are safe and compliant with any regulations in force, but with particular attention to finding creative responses and being alert to not assuming all households can participate in digital activities.

### **Aberfeldy Front Room**

1. To liaise with the landlords, developers, and fellow tenants on Aberfeldy Street to ensure sound working relationships in the oversight of this community space.
2. To liaise with the landlords to ensure a smooth move from Aberfeldy Street to another premises and work towards the opening and refurbishment of this space.
3. To oversee health and safety, risk and safeguarding for all users of the Aberfeldy Front Room.
4. To support the community engagement workers to create a busy, thriving, active and inclusive space for residents within the Aberfeldy Front Room.

### **Project oversight**

1. To manage the delivery of the ABL plan, as agreed by the partnership board.
2. To recruit and manage ABL staff and any volunteers.
3. To oversee all relevant systems and procedures for the smooth running of the project, ensuring GDPR compliance with all the ABL data.
4. To capture the impact of activities so that benefits are measured and reviewed.
5. To ensure grants are monitored and evaluated to ensure local benefit and value for money.
6. To identify potential fundraising opportunities, including the potential for match funding.
7. To ensure that the safeguarding regime within ABL is of the highest standard.
8. To develop any specific policies as needed as a result of ABL activities, as required.

### **Communication and external liaison**

1. To develop and lead on a communications plan to build up knowledge of ABL within the local community by way of social media platforms and the ABL website.

2. To share the learning and celebrate the successes of ABL within the local community, with Local Trust and with media etc as appropriate.
3. To represent ABL by participating in appropriate forums and meetings.
4. To keep up to date with relevant developments within the Big Local community, to learn from others working in a similar context.

## **General**

1. To work within the policies and procedures of QSA.
2. To receive line management from the community change manager.
3. Any other duties, as appropriate to role, as agreed by the QSA director, in consultation with the ABL partnership board.
4. To work occasional evenings and weekends.

## Person specification

### **Experience:**

1. Experience of managing people, whether staff or volunteers, in some capacity.
2. Experience of project management, designing and delivering plans to budget and on time, with due regard for risks and costs.
3. Experience of overseeing commissioning work and/or giving out grants is highly desirable.

### **Ability:**

1. Excellent communication skills, using good listening skills, curiosity, empathy, tact to build positive relations with residents.
2. Ability to manage own workload and to work flexibly.
3. Ability to understand and manage budgets.
4. Strong commitment to, and knowledge of, assessing impact.
5. Excellent written and verbal communication skills.
6. Ability to promote and publicise Aberfeldy Big Local enthusiastically and effectively to individuals, community groups and using social media.

### **Knowledge:**

1. Knowledge of the local area; Aberfeldy specifically and Tower Hamlets generally, is highly desirable.
2. Knowledge of the challenges and barriers that can be faced by low-income communities and how these can be addressed with community development work.

### **Ethos:**

1. Commitment to and understanding of issues of inclusion, equality, and diversity in the workplace and when providing a service to the public.
2. A willingness to work within a Quaker ethos, as clarified by the vision & mission of QSA:

*QSA's vision is that of a just world, where people put people first. QSA's mission is to enable people on low incomes and beyond to seek solutions to the issues that affect their lives, by building practical, sustainable, and collaborative projects and by sharing that learning where it has potential to benefits communities beyond our own.*

## Main terms and conditions of employment

1. QSA uses the local government pay scales for salaries. Your salary will be on **NJC scale point 28-31**, starting at **£36,576 for full time**. All appointments are made at bottom of scale.
2. This post can be **part-time from 25 hours** to a **full-time** post of **36** hour per week.
3. Some evening and weekend work is likely given the community development nature of the role
4. The role will usually be based in Aberfeldy at the ABL community space and also at the offices of the charity Quaker Social Action in Bethnal Green.
5. The period of notice will be 1 week during the probationary period and 6 weeks on its completion.
6. You will be entitled to pro rata of 25 days holiday per year with the leave year running from January to December, plus bank holidays.
7. This post is subject to a 6-month probation period. After the successful completion of your probationary period, staff are entitled to join the QSA pension plan. This is an additional 6% on top of salary paid into the QSA group personal pension, with a 2% staff contributory element.
8. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.