

Project manager – Aberfeldy Big Local

Location: Aberfeldy, Tower Hamlets and Quaker Social Action's offices in Bethnal Green.

Responsible to: Quaker Social Action director and Aberfeldy Big Local partnership

Salary: £34,803

Hours: Full time 36 hours per week

Leave: 25 days holiday per annum plus bank holidays

How to apply

If you have any questions, please email info@qsa.org.uk

If you decide to apply, please send the following two documents to info@qsa.org.uk:

1. A copy of your CV, highlighting the areas of your experience pertinent to this role
2. A supporting statement, of no more than 3 sides of A4, **outlining how you meet our person specification (below)**

We also invite you to complete our online equality and diversity monitoring form:

<https://www.surveymonkey.co.uk/r/2GT67V3>

The closing date is **Wednesday 2 December 8am.**

Interviews will take place on **Wednesday 9 December.**

We are also recruiting two new community engagement workers, for which interviews will take place on Thursday 10 December. We would love the newly appointed manager to join us for these interviews so please do also set aside this date too, if possible.

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, 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 local 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

We are seeking an experienced and passionate project manager to help realise the vision of the Aberfeldy Big Local partnership.

The ABL partnership has set out an ambitious new plan for the next two years, centred around people, places and power. 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.

Though initially worked from home due to ongoing restrictions, the role will usually be based in Aberfeldy at the new Aberfeldy Front Room community space and also at the offices of the charity Quaker Social Action, in Bethnal Green. You will manage two part time community engagement officers, working across a range of community activities and projects set at Aberfeldy Front Room and across the area.

We're looking for someone who holds themselves to high professional standards, who prides themselves on building warm and successful relationships with others. You will be practical, creative and willing to be hands on, as well as able to produce high level reports. You'll have a strong understanding of the nature of community work and a passion for resident-led change that addresses 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.
 - Workstreams: Community Chest grants; a strong focus on children and young people
- **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.

- Workstreams: the Aberfeldy Front Room on Aberfeldy Street, supporting other community businesses and enterprises within Aberfeldy, contributing to a parks improvement programme; running a variety of community events
- **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.
 - Workstreams: Community research and organising; communicating and build connections across Aberfeldy, commissioning new initiatives to support Aberfeldy where there are gaps identified

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 Pimlico Million 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.

To work closely with the Aberfeldy Big Local partnership board to oversee the spending of £1 million 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 in order 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 LTO 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 members 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 the 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 local 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 brand new community space.
2. To work towards the opening and refurbishment of this space, as guided by the ABL partnership board.
3. To oversee health & 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 local residents within the Aberfeldy Front Room.
5. To seek partnerships and creative opportunities to widen the options of activities delivered within the space.

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 are captured to ensure that the benefits are measured and reviewed.
5. To ensure all grants are carefully 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 in order 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/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 director.
3. Any other duties, as appropriate to role, as agreed by the QSA director, in consultation with the ABL partnership board.

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 local 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 33-36**, starting at £34,803. All appointments are made at bottom of scale.
2. This is 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. Though initially worked from home due to ongoing restrictions, the role will usually be based in Aberfeldy at the new Aberfeldy Front Room 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 1 month 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.