



Pimlico Million operations & marketing officer

Location: Pimlico, London

Responsible to: Pimlico Million manager

Salary: £12,848 (FTE £28,909) one year fixed term role with the opportunity of further extension

Hours: 16 hours worked across 2 days a week

Leave: Pro rata 25 days holiday per annum plus bank holidays

How to apply

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>

Closing date is **Wednesday 12th February 2020, 9am**

If you do not hear from us by the end of **Friday 14th February**, please assume you have not been shortlisted.

Interviews for the shortlisted candidates will be held on **Wednesday 19th February 2020**.

Thank you for your interest. We look forward to your application.



About

What is the role?

Pimlico Million is an award-winning community project, working to make Pimlico an even better place to be. Pimlico Million is part of the Big Local programme, which is 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 Pimlico Million, decide to employ staff to bring their ambitions to life.

We are seeking someone to join the very small staff team based in the community premises near Pimlico tube station and work with a project manager to realise the vision of the Pimlico partnership group.

We're looking for a committed operations and marketing officer to support the work of the programme, helping residents to find their voice, take ownership and reach their potential. You will be an inspiring communicator, engaging people to come up with great ideas for new initiatives that will increase opportunities, improve social cohesion and build a sense of pride within the community.

This role is an excellent opportunity for someone with brilliant organisational skills to play a part in working with the local partnership of residents to bring to life their vision for Pimlico. You will be excited by the opportunity and will be able to work independently, using your solid digital skills and experience to take responsibility for all the communications output for the Pimlico Million, as well as maintaining all of the systems required to record the activities and successes of the work.

What is Pimlico Million doing?

The Pimlico Million partnership's aims within its 2018-20 plan are:

- Young people – increase opportunities for young people to build confidence, learn new skills and thrive
- Children and families – increase the number of children and families who are actively involved in community activities and engaging with local support services
- Older people – increase the number of older people who have regular social interactions outside their homes and who are actively involved in community activities
- Green and open spaces – make public spaces a point of pride for the local community and create safe spaces that people of all ages actively want to take part in creating and maintaining
- Local and social enterprise – increase and strengthen local and social enterprise, helping projects, groups and small businesses to flourish and embed their work within the community.

All of the aims have been developed in consultation with Pimlico residents. Through small grants and working with local groups, Pimlico Million supports people to contribute to their



neighbourhood, to come together within resident associations and to build sustainable community activities.

About Quaker Social Action

Quaker Social Action (QSA) is an east London charity tackling poverty and social exclusion. Each Big Local area needs to have a registered charity or similar, to hold the funds for the programme and to offer advice and guidance for the partnerships. This is referred to as the Local Trusted Organisation (LTO). QSA takes on the LTO role for three different Big Local areas in London, including the Pimlico Million and offers support to the partnership and line management to the staff team.

Role description

Responsible to: Pimlico Million manager

Purpose of post: To support the Pimlico Million partnership board of local residents 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.

To support Pimlico Million by undertaking key tasks in implementing activities, developing policies & procedures, overseeing systems & finances & administration, leading on communications, enabling the capture of impact data and reporting to the Pimlico Million partnership board.

Operational and administrative community activities

1. To support the work of the partnership to implement the Pimlico Million plan and to oversee spend against budgets.
2. To set up and oversee office systems and processes, ensuring GDPR compliance.
3. To manage existing policies and procedures and develop new ones for Pimlico Million, as required.
4. To project manage the multiple priorities of the Pimlico Million workload, ensuring that plans are in place, that there is clarity about what is to be achieved by whom, that milestones are hit and that the work remains on track.
5. To ensure that appropriate monitoring is in place to ensure all activities can be evaluated and learning can be gained about the impact of the work.



Partnerships and stakeholders

1. To work closely with the Pimlico Million partnership board to ensure they are briefed on all of the work undertaken and how it fits within the plan and the budget.
2. To work with the Pimlico Million LTO to ensure accountability and a paper trail of expenditure in order to report back to the funder, Local Trust.
3. To contribute to reviews of the Pimlico Million plan, as directed by the partnership.
4. To coordinate and service the Pimlico Million partnership meetings, including the production of papers for the partners, the writing of minutes and the chasing of actions agreed.

Project oversight

1. To work closely with the Pimlico Million manager to ensure all aspects of the Pimlico Million plan are delivered.
2. To oversee all relevant systems and procedures for the smooth running of the project, ensuring GDPR compliance with all the Pimlico Million data.
3. To actively engage with QSA impact processes, to ensure that the benefits of the Pimlico Million work is regularly measured and reviewed.
4. To identify potential fundraising opportunities, including the potential for match funding.
5. To build a working knowledge of other institutions within or relevant to Pimlico, from the private, public and voluntary sector, who could become partners, supporters, donors, grantees, etc.
6. To ensure that the safeguarding regime within Pimlico Million is of the highest standard.

Communication and external liaison

1. To be responsible for Pimlico Million's website and social media presence.
2. To produce newsletters, leaflets, an annual report and promotional material for Pimlico Million.
3. 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 and supervision from the Pimlico Million manager.
3. Any other duties, as appropriate to role, as agreed by the QSA director.



Person specification

Experience:

1. Experience of communications or administration roles, paid or voluntary.
2. Experience of working flexibly, in a small team, is highly desirable.

Ability:

1. Ability to produce content that represents and promotes the work of Pimlico Million to audiences online and via newsletters.
2. Strong organisational skills, including the ability to keep track of budgets and project plans.
3. Ability to work using own initiative.
4. Ability to manage multiple priorities.
5. Ability to work flexibly to undertake a range of administrative and ICT functions.
6. Strong communication skills and interpersonal skills, adapted to different audiences as required.

Knowledge:

1. Knowledge of charities and working within a community setting is highly desirable.
2. Knowledge of the Pimlico area is highly desirable.

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 27-30**, which starts at **£12,848** (this is the pro rata salary of the full time level of £28,909). All appointments are made at bottom of scale.
2. This is a **part time** post of **16 hours** per week, ideally worked over 2 days.
3. One year fixed term role with the opportunity of further extension
4. Some evening and weekend work is possible, on occasion, but is not a regular part of the role.
5. This post will be based in Pimlico, London.
6. The period of notice will be 1 week during the probationary period and 1 month on its completion.
7. 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.
8. 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.
9. QSA has a union recognition agreement with Unite although staff are welcome to join any trade union.