



Pimlico Million project manager

Location: Pimlico, London.

Responsible to: Quaker Social Action's head of services

Salary: £35,059 for a full time, pro-rata for a part time position

Hours: Flexible – can be between 21 and 36 hours per week, over three to five days

Leave: Pro rata of 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 **Monday 11 October 2021 at 9am.**

Interviews will take place on **Thursday 21 October 2021.**



About Pimlico Million

Pimlico Million (PM) is a community project, making the Pimlico area in Westminster a better place to live. PM is part of the Big Local programme, a 10 year initiative running till 2026, overseen by Local Trust, 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, employ staff to bring their ambitions to life.

Each area is supported by a representative from the funder and by a Local Trusted Organisation (LTO) who acts as the accountable body for funding and who advises the partnership. Quaker Social Action undertakes the LTO role for three Big Local areas, including Pimlico Million.

More about Pimlico Million, including the new priorities for the next two years, can be found [here](#).

About the role

We are seeking an experienced and passionate manager to help realise the vision of the Pimlico Million partnership.

Following on from local consultation, the PM partnership has set out an ambitious new plan for the next two years. They are now looking for an energetic and organised manager, with a deep understanding of community development work, to play a key role in bringing their plans to fruition and of supporting the partnership to think creatively and strategically about its legacy for the Pimlico Million area. The Big Local programme offers a unique opportunity in community development; balancing some direct delivery of services alongside an exciting locally focused grant giving programme, working alongside the partnership board to bring about long-lasting impact.

Some working from home is possible but there is also a new office available at the Ebury Edge development near Victoria station, with space for the manager and for the two, soon to be recruited, community engagement officers to use as a base.

We're looking for someone who holds themselves to high professional standards, who prides themselves on nurturing warm and successful relationships with local communities, partner organisations and key local stakeholders. Alongside these leadership qualities, you will be practical, creative and willing to be hands on – we're looking for someone who relishes the opportunity to be out and about spreading the word about our work. 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.



Role description

Purpose of post: To manage and develop Pimlico Million, a resident led community development initiative in the Pimlico area of Westminster.

To report into the Pimlico Million 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 PM partnership board to understand their vision and ambitions for their community within this plan and also shaping a legacy for post 2026.
2. To work with the partnership to set and monitor plans for the expenditure of funds.
3. To work with the PM 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 ensure the partnership members are kept in touch with progress and to share impact and financial updates to enable them to make the key decisions to shape the future of the PM.
6. To coordinate and service the PM partnership meetings.
7. To support the smooth workings of the PM partnership including assisting with recruitment of new members to continue to build and strengthen the board.

Enabling community activities

1. To build up knowledge and networks within the local area, including outreach and running consultation events to ensure the voices of local residents continues to be heard.
2. To seek out ideas and collaborations with others to strengthen community ventures.
3. 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.
4. To lead and supervise the community engagement workers to offer practical support to devise, develop, deliver and strengthen community ventures.
5. To oversee any grants given out by PM, including talking to potential applicants, reviewing applications against eligibility criteria, overseeing decision making, collecting monitoring data and evaluating the impact of this programme.
6. To grow sustainable initiatives within the community and build a legacy out of the PM work.



Ebury Edge

1. To be the key contact with the landlords, developers and fellow tenants to ensure sound working relationships in the oversight of this office, and potential community space.
2. To oversee health & safety, risk and safeguarding for all users of the space.

Project oversight

1. To manage the delivery of the PM plan, as agreed by the partnership board.
2. To recruit and manage PM staff and any volunteers.
3. To develop all activities with due regard to Covid concerns, ensuring activities are safe and compliant with any regulations in force.
4. To oversee all relevant systems and procedures for the smooth running of the project, ensuring budget oversight, GDPR compliance and impact measurement are in place.
5. To oversee all aspects of the grant giving process from application to monitoring and evaluation to ensure local benefit and value for money.
6. To identify local fundraising or match funding opportunities.
7. To ensure that the safeguarding regime within PM is of the highest standard.

Communication and external liaison

1. To lead on a communications plan to build up knowledge of PM within the local community by way of newsletters, social media platforms and the PM website as well as the production and distribution of hard copy newsletters and flyers.
2. To be an ambassador for PM by participating in appropriate forums and meetings.
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 from the QSA's head of services.
3. Any other duties, as appropriate to role, as agreed by the QSA director, in consultation with the PM partnership board.



Person specification

Experience:

1. Experience of project management, designing and delivering plans to budget and on time, with due regard for risks and costs.
2. Experience of managing people, whether staff or volunteers.

Ability:

1. Excellent communication skills, using good listening skills, curiosity, empathy, tact to build positive relations with local residents and partner organisations.
2. Ability to manage own workload and to work flexibly.
3. Ability to speak a community language, such as Bengali or Arabic, is desirable.

Knowledge:

1. Knowledge of the local area 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 benefit 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**, starting at **£35,059** for a full time role. All appointments are made at bottom of scale.
2. This is either a **part time** or **full time** post of **21-36** hours 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 Pimlico at the new Ebury Edge office, with some opportunity for home working.
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.