

## JOB DESCRIPTION

**Job Title:** Project Manager  
**Department:** Social Inclusion and Employment  
**Responsible to:** Head of Social Inclusion and Employment

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### 1. JOB SUMMARY

Imagine Independence has secured funding from the National Lottery Community Fund and Department of Culture, Media and Sport to deliver a pilot project called **Building Up Stronger (BUS)** for 6 months. The project will work with adults experiencing mental health issues exacerbated by or caused as a result of Covid-19. Working together with people who use the service, each individual will receive support to produce an assessment of their needs for social, educational, training support, and to co-create a BUS plan to put them back in control of their own future in a post-Covid-19 world, whilst building their resilience for any future lockdown.

The Project Manager (PM) will play a major role in the success of this pilot project, which will support people in the six inner city wards of Liverpool. This role will require strong organisational, communication and high-level digital skills. You will help to create and oversee the delivery of the project, working to a detailed implementation plan; manage the 'BUS' team to achieve the outcomes of the project; promote the project to a range of partners and stakeholders across the city; develop links with other VCSE organisations; oversee the effective monitoring and evaluation of the project; and help identify and bid for funding to continue/scale up the project.

### 2. LOCATION

A blend of home and office-based working in Liverpool.

### 3. SUPERVISORY RESPONSIBILITY

The post will have direct supervision of and responsibility for the two Project Facilitators and the Project Support Officer, together with oversight of the management of any volunteers recruited for the BUS project.

### 4. MAIN DUTIES

*Under the guidance of the Head of Social Inclusion and Employment*

- To oversee the set up and delivery of the BUS project, ensuring that it meets its KPIs as set out in the project plan.
- To line manage the Project Facilitators and Project Support Officer, monitoring and ensuring the delivery of their individual roles/assigned KPIs.
- To use the range of data produced from within the project to effectively monitor progress and inform the evaluation of the work.
- To promote the project across a range of social and other media to ensure that 'BUS' is able to reach out and be accessible to all those people/communities for which it was developed.
- To represent the project and Imagine Independence at any events/meetings/committees as requested.

- To help shape and develop a bid for future funding of the project, including the scaling up of the pilot into a substantive service.
- To identify any potential additional funding streams to support the expansion of 'BUS'.
- To liaise with the project funders as required on behalf of Imagine.

## **5. GENERAL DUTIES**

- To treat all people with dignity and respect
- To promote an environment free from bullying, harassment and intimidation
- To take responsibility for own health and safety and that of colleagues and service users and to report areas of risk to the Project Manager

## **6. REQUIREMENTS**

***All employees are expected to:***

- Act with integrity at all times and with a proactive professional manner.
- Ensure that principles of quality are included in all aspects of work
- Always be responsive to client and partner priorities
- Adhere to all Imagine policies and procedures and work within ISO standards at all times.
- Demonstrate working within the organisations objectives
- Comply with safeguarding, health and safety and any other statutory regulatory requirements
- Undertake any other tasks which may be requested from time to time by the organisation
- Safeguard all organisation property or privileged knowledge.
- Meet targets and objectives as set by the line manager
- Undertake all duties and tasks in an efficient accurate manner resulting in excellent service provision.

## **7. TRAINING and DEVELOPMENT**

- Participate fully in relevant training and learning
- Attend and participate in staff meetings
- Attend and participate in regular supervision

## **8. EQUAL OPPORTUNITIES**

Imagine aims to provide high quality services to enhance the quality of life of people experiencing disadvantage. In order to fulfil this aim it operates a policy of equal opportunities to ensure that no client, job applicant, employee, volunteer or carer is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, sexuality, nationality, religion, ethnic or national origin, disability or marital status.

## **9. CONFIDENTIALITY**

In the course of your duties you may have access to confidential information about individuals or about Company business. Under no circumstances must this information be communicated to anyone other than the authorised persons. These may include medical or other professional staff who are involved in the care and treatment of the person. If in doubt refer to the Line Manager.

*Please note that this job profile may be amended to meet the needs of the service and does not preclude other tasks as directed by the team leader. Alteration will be discussed in advance with the post holder whose agreement will not be unreasonably withheld. The job description does not form part of your contract of employment.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**When completing your application form please bear in mind that short listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification on the following page.**

PERSON SPECIFICATION Project Support Officer	Essential/ Desirable	Method of Assessment
<b>Qualifications</b> 1. Good standard of education including grade C or above or equivalent in Maths & English (GCSE/O Levels) 2. NVQ. Level 3 Business Administration or equivalent 3. ECDL or equivalent 4. Evidence on ongoing educational/personal development	E  E  D  D	Application/Interview/ Certificates Application/Interview/ Certificates Application/Interview/ Certificates Application/Interview/ Certificates
<b>Experience</b> 5. Minimum 5 years' experience of working with Microsoft Office systems 6. Experience of managing staff 7. Experience of developing funding bids/tenders 8. Experience of monitoring and evaluating projects 9. Minimum of 3 years' experience of maintaining and analysing data using IT e.g. spreadsheets, databases, online platforms 10. Minimum of 5 years' experience of working in third sector 11. Experience of digital methods of communication	E  E E E  E  E E	Application/Interview  Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview
<b>Skills &amp; Abilities</b> 12. Excellent communication skills – written and verbal 13. Ability to work on own initiative 14. High standard of organisational and time-management skills 15. Ability to work to and meet strict deadlines 16. Ability to work as part of a team 17. Ability to work in a flexible manner 18. Strong attention to detail	E E E E E  E E	Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview  Application/Interview Application/Interview
<b>Knowledge</b> 19. Reasonable knowledge of mental health and social inclusion 20. Basic understanding of health promotion 21. Reasonable knowledge of the communities in Liverpool	E  E E	Application/Interview  Application/Interview Application/Interview
<b>Personal Attributes</b> 22. A positive attitude towards mental health 23. Have awareness of personal values and prejudice	E E	Application/Interview Application/Interview

24. Commitment to maintaining confidentiality	E	Application/Interview
25. Understanding and adherence to the Equality Act 2010	E	Application/Interview
26. Compliance with all organisation-wide policies/procedure of Imagine	E	Application/Interview
27. Willingness to work outside normal office hours on rare occasions	E	Application/Interview
28. Willingness to undertake a planned programme of training including on-site learning	E	Application/Interview