



Projects Manager

£26,500 - £28,122, 37.5 hours

Job description

Thrive Women's Aid is an established and well respected organisation that makes a genuine difference by delivering specialist support services to families impacted by domestic abuse. We consider ourselves to be a progressive and dynamic organisation that is at the forefront of our sector.

Thrive is a friendly, supportive and rewarding place to work. We know that our employees are key to our organisation's success and growth which is why we value our employees by offering support, training and development to enable career progression.

This is a new opportunity at Thrive and presents an exciting opportunity for someone to help shape and embed the role within the team.

The Projects Manager role will oversee and manage the organisation's grant funded projects and the associated teams, ensuring projects deliver (and exceed) targets and expectations. Current funding streams include; The National Lottery Community Fund, Comic Relief, Henry Smith and the Police and Crime Commissioners Victims Fund, however the role will require flexibility and will assist in the set up and development of new projects and funds.

The focus will be to operationally manage grant funded teams, ensuring that high quality practice is implemented, and that person centred approaches are embedded in service values. You will ensure that operational delivery matches the vision for each project and that project activities are successful at meeting set milestones and targets. You will manage the income and expenditure of each project budget, ensuring spend is as planned.

The role requires a good understanding of the operational challenges of delivering a specialist domestic abuse service for both adults and children and young people. Simultaneously it requires an experience of project management and an ability to identify challenges at the earliest opportunity.

You will maintain and grow collaborative working relationships with all funders, as well as other key partners ensuring that delivery is successful and Thrive's excellent reputation is maintained.

In addition you will be responsible for monitoring and reporting on project activities internally to the Senior Management Team and externally to the appropriate funder. The successful candidate will be required to create a systematic framework for the recording and monitoring of project milestones and targets, utilising the organisations case management system (Oasis).

What would you need to be successful?

- A solutions based approach to challenges
- An ability to build rapport and develop effective professional relationships

- A results focused individual who can motivate and support others to achieve targets
- An organised person who can juggle a mix of priorities well
- Experience in managing teams and grant funded projects
- Good understanding of finance and managing budgets
- A desire to exceed expectations

Your track record will include project management, experience of working with grant funders and at least 3 year's experience of managing teams.

Benefits

- A pension scheme is provided, with a 6% employer contribution
- Annual leave entitlement starts at 25 days, with an additional day for each year's completed service (to a maximum of 31 days)
- Comprehensive Flexible Working Policy
- A clear pay framework with yearly incremental rises
- Organisational sick pay and ½ days leave for every 6 months no sickness absence

Things you need to know

- A disclosure and barring security check is required for this role.
- Successful candidates will be based at Thrive Head office and will be required to work from various locations in the community
- There is a requirement to provide management advice to staff members undertaking on-call

Working for Thrive

Vision

Our Vision is to create safe communities, free from domestic abuse where people and families can flourish and build successful independent lives.

Mission

To be an innovative and sustainable provider of excellent, good value domestic abuse services that drive prevention, provide interventions and enable progression.

Values

Our work is underpinned by a set of values that were created and developed by staff. These include:

Role model

Improving, integrity and inclusive

Supportive

Excellent, engaged and empowered

Apply and further information

To apply: Please complete an application form, noting the deadline below.

Contact point for applications: Kate Purchase / katep@thrivewa.org.uk / 01639 894 864

Closing date: 10th April 9am

Please note you will be required to complete an exercise at interview. Details of this will be shared in advance of your interview date.

Job profile

Job Title	Projects Manager
Grade / Salary	£26,500 - £28,122
Hours	37.5
Reporting to	Services Development Manager

Job Purpose
To oversee and manage the organisation's grant funded projects and associated teams, ensuring projects deliver (and exceed) targets and expectations. To assist in the development of new projects and work streams in line with Thrive Strategic and Business Plans.

Key accountabilities	
1	Effectively lead and manage Thrive grant funded projects and the associated teams, ensuring the team members are supported, valued and able to develop.
2	Ensure that service delivery and activities are high quality; that they are embedded within the values of our organisation and; are in line with contractual arrangements.
3	Provide operational advice and guidance to teams, particularly with complex cases, assist with allocations and case management. Co-ordinate regular team meetings. Produce and deliver team project plans.
4	Work collaboratively with key partners to maintain and develop relationships, effectively promote Thrive projects and activities.
5	Create and utilise a systematic framework for the recording and monitoring of project milestones and targets, using the organisations case management system where possible.
6	Ensure that appropriate monitoring information is being collected and recorded by teams. Design monitoring information to evidence impact and outcomes as described by grant bids.
7	Take responsibly for reporting internally to the Senior Management Team and externally to funders in a range of formats, ensuring that deadlines are met and any issues arising are reported at the earliest opportunity.
8	Work with the Finance Manager to ensure that income and expenditure for each project is as planned. Conduct quarterly contract review meetings with teams to discuss progress against targets and finance.
9	Work with the Senior Management Team to develop new projects in line with the organisation's Strategic and Business Plans.
10	Deputise for the Services Development Manager when required.
11	Attend regular supervision, team meetings and other meetings as required. Proactively manage your own learning and professional development.

12	Participate in the on-call rota, during evenings and weekends as a management advisor.
----	--

Line Management Responsibilities	Yes:
	LIFE Project Officer
	Inclusion Officer (EDGE Project)
	Inclusion Officer (EDGE Project)
	CYP Support and Development Officer 25 hours
	CYP Support and Development Officer 37.5 hours

Qualifications and Training	
Desired	Domestic Abuse Qualification – Level 5 National Training Framework
	Project Management qualification
	Designated Safeguarding Lead
Essential	Degree or Management / leadership qualification (Ideally ILM) or equivalent

Person Specification

Criteria	Essential	Desired
Education and Qualifications	Degree or Management / leadership qualification (Ideally ILM) or equivalent	NVQ Level 4 or equivalent in a relevant field Domestic Abuse Qualification – Level 5 National Training Framework Project Management qualification Designated Safeguarding Lead
Experience	At least 3 years experience of managing multidisciplinary teams to achieve goals Successful grant funded project management Experience of monitoring, collating and analysing data, utilising systems and/or databases.	Risk assessment and risk management for vulnerable children and young people or adults Experience of using Oasis database.
Knowledge, skills and abilities	Knowledge of domestic abuse and coercive control and its effects on adults and young people Good understanding of specialist service provision for adults and young people	

	<p>Knowledge and implementation of safeguarding procedures</p> <p>Proven liaison with funding bodies and experience of monitoring report writing.</p> <p>Sound financial management and experience of budget responsibility</p> <p>Ability to design and implement a systematic framework for the recording and monitoring of project milestones and targets</p>	
Personal attributes	<p>Driven to succeed with an ability to meet deadlines and targets</p> <p>Excellent communication and organisational skills</p> <p>Good interpersonal skills and an ability to build rapport with a wide range of key stakeholders</p>	
Other	<p>Driving Licence and use of own car with business insurance</p> <p>Commitment to equality, diversity and inclusion</p> <p>Computer literacy – preferably Microsoft office</p> <p>Willingness to participate an on-call rota as management advisor.</p>	<p>Ability to speak Welsh</p> <p>Ability to speak ethnic language</p>