

**Job Description – Fixed Term Project Manager**

**Summary of the role**

Inclusion Gloucestershire delivers to a range of diverse projects, all user-led and all with the aim to provide a voice and improve the lives of disabled people. We are seeking someone with a range of project management skills who can enable us to deliver to a number of fixed term projects, some small, some larger. These projects will last for 12 months in most cases, so ability to demonstrate impact over a short period of time is essential. Co-production will be an integral part of your work and will need to be factored into project planning, methodology and timescales. The role also includes some direct line management.

This role will initially be managing one or two fixed term projects commissioned by the NHS and Local Authority. The NHS funded project aims to make sure that people with a learning disability (Experts by Experience) have a voice when it comes to planning and delivering health services. We will do this by supporting the set up of more self-advocacy groups across the South West, and by bringing people from different groups together to have a really strong voice on health issues and other important matters. The project employs a team of one Coordinator and two Experts by Experience to deliver this project over 12 months, facilitating ongoing engagement with people with a learning disability or autism about having their views, choices and health issues taken account of, and with the wider public about disability issues.

**Job purpose: To lead, develop, monitor and report on fixed term projects, ensuring that staff are well supported, funders are well informed, and the project delivers against deadlines and targets to the highest possible standards.**

**Reports to: Delivery Director**

**Main Duties and Responsibilities**

The duties of the Project Manager will include, but are not limited to, the following:

1. Lead and assume responsibility for successful delivery of a range of project outputs and outcomes.
2. Coordinate a range of tasks including maintenance of project documentation, plans and reports.
3. Working in partnership with a range of internal and external stakeholders
4. Identifying opportunities for and support co-production and collaborative working.
5. Alignment of project objectives with Inclusion Gloucestershire business and operational planning.
6. Monitor and where necessary implement KPI’s
7. Measure and demonstrate impact, showing value added over a short amount of time.
8. Minimizing project risk by establishing proven procedures and standards.
9. Regular meetings with funders to discuss priorities, ideas, feedback on themes etc.
10. Oversee a project that includes the development of self-advocacy groups across the South West and mentoring and support for fledgling groups. This will require someone with a passion for self-advocacy, understanding of such groups and an ability to network
11. Ensure that the projects are reaching individuals who may be deemed ‘hard to reach’ or ‘seldom heard’
12. Be aware and act on the need to report safeguarding concerns
13. Help to keep participants and staff safe and confident in their surroundings and act on safeguarding and health and safety concerns in line with Inclusion Gloucestershire’s policies.
14. Advocate for Inclusion Gloucestershire and its projects at meetings and events and within your own networks.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

**N.B. Those items marked \* will be used as shortlisting criteria for this post**

**Managerial**

* Experience of leading a diverse staff team\*
* Able to of monitor KPIs, impact and report to funders and others on these\*
* Experience and knowledge of project management and budget management\*
* Excellent verbal and written communication skills and confident in Information Technology
* Proven leadership ability
* Able to self-manage; set deadlines and targets and meet them\*

**Job specific**

* A good understanding of the needs and priorities of people with a learning disability or autism
* Experience of working with self-advocacy groups
* Understanding of how to present and communicate information in an easy to understand and accessible format to suit a wide range of audiences
* Excellent reporting writing skills and ability to analyse data\*
* Understanding of safeguarding and health and safety (training will be provided)
* Able to travel throughout the South West
* Able to work flexibly with the possibility of occasional evening and weekend work.

**Personal Characteristics**

* Reliable and adaptable\*
* Enthusiasm, positivity, patience and self-discipline
* Able to build rapport and engage with people with a variety of disabilities/needs
* Experienced networker, ideally with existing networks in the South West
* Exemplary time management and the ability to prioritise\*
* Trustworthy and able to handle confidential information\*
* Inclusive and tolerant
* Able to work under pressure
* Able to build and maintain strong working relationships with external/partner organisations
* Sensitive and effective communicator

**Values and Personal Beliefs**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* Make sure everyone is involved and included
* Empower choice and control through peer support and place experts by experience at the centre of our delivery
* Challenge when things aren’t right and give people with disabilities a strong voice
* Treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* To be a caring and professional organisation who work together towards shared goals
* Work together to deliver exciting new ideas and support each other, our members and our community.