

**Job Description – Project Manager (Neurodivergent Peer Mentoring)**

**Summary**

Inclusion Gloucestershire is a Disabled People’s Organisation that exists to facilitate inclusion for people who face disabling barriers, every day and in every way.

We are seeking a project manager to oversee the delivery and evaluation of our new peer mentoring programme for late-identified neurodivergent adults. This programme will offer empathetic support to people who have recently discovered their own neurodivergence, by matching them with a trained neurodivergent mentor who can provide semi-structured, non-hierarchical, neurodiversity-affirming support. Learning outcomes from the programme will be made available through a final project evaluation report, to inform the development of ongoing support in Gloucestershire and beyond.

This programme has been developed in collaboration with The ZIG/ZAG Project, a neurodivergent-led, non-profit organisation that helps communities of all kinds to imagine, co-create, and advocate for a more neuro-inclusive society. Delivery and evaluation of the programme will involve ongoing co-production and collaboration.

**Job Purpose: To launch, lead, develop, monitor, and report on the project, ensuring that staff are well supported, funders are well informed, and deadlines and targets are met to the highest possible standards and in line with our shared ethos and values.**

**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 the project outputs and outcomes, in line with the project plan.
2. Attend monthly steering group meetings alongside our project partner, Zig Zag, to closely monitor and report on delivery of the project
3. Coordinate a range of tasks including maintenance of project documentation, plans and reports.
4. Work effectively with internal and external stakeholders, keeping them informed of progress and issues as well as working cooperatively and ensuring the quality of stakeholder relationships is second to none.
5. Identify opportunities for and champion co-production and collaborative working.
6. Align project objectives with Inclusion Gloucestershire business and operational planning.
7. Monitor and where necessary implement KPIs.
8. Measure and demonstrate impact, including taking the lead on compiling monitoring reports, showing value added.
9. Minimise project risk by establishing proven procedures and standards.
10. Update the Senior Leadership Team and funders on progress against key deliverables and development targets.
11. Lead, manage, appraise and develop the Project Coordinator, ensuring they are fully trained to fulfil their role.
12. Ensure that the projects are reaching individuals who may be deemed ‘hard to reach’ or ‘seldom heard’.
13. Be aware and act on the need to report safeguarding concerns.
14. 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.
15. Advocate for Inclusion Gloucestershire and its projects at meetings and events and within your own networks.
16. Help foster a positive, supportive team culture for staff and participants alike, in line with Inclusion Gloucestershire’s principles of being inclusive and user-led.

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

**Required skills and characteristics**

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

**Managerial requirements**

* 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 digital confidence
* Proven leadership ability
* Able to self-manage; setting and meeting deadlines and targets

**Job specific requirements**

* A good understanding of the needs and priorities of neurodivergent people\*
* Experience of using co-production approaches\*
* Understanding of accessibility for 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)
* Understanding of peer mentoring\*
* Experience of managing or coordinating community/user-led projects
* Understanding of health and social care systems and services

**Personal Characteristics**

* Reliable and adaptable
* Enthusiasm, positivity, patience and self-discipline
* Able to build rapport and engage with people with a range of needs
* 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 partners
* 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:

* We are a user-led organisation, driven by the social model of disability, which sees people as disabled by society rather than by their impairment or difference.
* We make sure everyone is meaningfully involved and included.
* We empower choice and control through peer leads and place experts by experience at the forefront of our delivery.
* We challenge when things aren’t right and give people facing disabling barriers a strong voice.
* We believe it is right to treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking.
* We are a caring and professional organisation who work together towards shared goals.
* We work in partnership to deliver exciting new ideas and support each other, our members and our community.

