



Derby West Indian Community Association (DWICA)

ASSISTANT PROJECT MANAGER - JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	Assistant Project Manager – Nature-Based Neighbourhoods: Growing Strong Programme
Reporting to:	Project Manager – Nature-Based Neighbourhoods
Salary:	£30,000 pro rata
Responsible for:	Delivery of the Wates FET and Lund Trust Nature-Based Neighbourhood
Location:	Derby West Indian Community Centre and some travel will be required in the performance of the post
Hours of work:	30 hours a week (to be used flexibly over day, evening and weekends)

Main purpose of post

The Assistant Project Manager will be responsible for the design, development, and implementation of a Living Plan required to deliver a five-year programme of activities to create green, biodiverse and nature rich spaces in the Castleward Community. The successful applicant will support a busy programme of urban greening, sharing their knowledge and passion for urban nature, food growing and environmental wellbeing.

Key duties

1. Engagement with the community, businesses, developers, local authorities, and other partners to achieve long-term urban greening in the Castleward community.
2. The co-design and development of a Living Plan which will capture the agreed nature-based changes and used to guide and inform the community of progress during the programme.
3. Support the creation and maintenance of urban green spaces within the Castleward community working with volunteers with diverse skills and needs.
4. The reporting and delivery against agreed targets and timescales which would include periodic updates to the Project Manager and the Wates FET and Lund Trust Programme Co-ordinator.
5. The co-designing of a Monitoring Evaluation and Learning (MEL) framework with partners, Rooted in Place and Imogen Blood Associates to ensure activities are agreed, measurable and achievable, and lessons for improvement learned throughout the programme.
6. The delivery of training and learning sessions to the community to build knowledge and confidence in urban greening activities.
7. The creation of ideas and schemes to be shared with the Project manager, Programme Co-ordinator, the MEL team, other cohorts, and partners.
8. Provide periodic reports and presentations to the Project Manager, DWICA Management, Programme Co-ordinator and MEL partners.
9. Attend cohort gatherings, inspirational visits, and bi-annual meetings with the funders throughout the duration of the programme to provide feedback of the project, share experiences with others, and celebrate successes
10. Support and deputise the Project Manager as required to ensure the successful delivery of the project.
11. Ensure the adherence to the DWICA safeguarding policy throughout the duration of the project and to identify the need for project specific or role related training if required.



12. Maintain any records, notes or other details as may be required for the delivery and/or monitoring of the project. This should ensure that reports of work undertaken are prepared on a regular basis and collated.
13. Work with the Project Manager, the Administrator and volunteers to ensure that the project is well supported, and that there is suitable coverage on social media and other internal and external communication platforms.
14. Undertake such training and personal development as is required to keep up to date with current issues and to improve the general standard of work delivery within DWICA.
15. Undertake any other tasks which may be reasonably required within the post and range of experience, expertise and skills.

Performance will be measured by working towards project outcomes. Achievement will be measured against the agreed objectives through regular meetings with the Project Manager, through progress reports for Management Committee members and through the staff review process.

PERSON SPECIFICATION

- Evidence of a good level of education, relevant professional qualifications and/or significant recent experience of project delivery, evidence of effecting cultural change, service improvement etc.
 - Good experience of project work and the ability to plan, monitor, deliver and report against a milestone driven programme.
 - Good knowledge and experience of horticulture, the natural environments and urban greening projects.
 - Good communications skills with the confidence to present, lead, listen and influence discussions.
 - A knowledge and understanding of diverse communities and the needs facing the community.
 - Well developed literacy and written and oral communication skills, including the ability to communicate with people from a variety of social, cultural and professional backgrounds
 - Experience of working with diverse individuals on a one-to-one and group basis in a compassionate and empowering way.
 - Experience of supporting and working with staff, sessional workers and volunteers.
 - Experience of methods of monitoring and evaluation and the ability to develop materials to measure outcomes.
 - The ability to work as part of a team and to be self-motivated and directed.
 - Openness to new ideas and flexibility in relation to ways and times of working.
 - A good understanding of modern administrative systems, including that of finance and statistical data.
 - A good knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.
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