



Derby West Indian Community Association (DWICA)

PROJECT MANAGER - JOB DESCRIPTION AND PERSON SPECIFICATION

Post:	Project Manager – Nature-Based Neighbourhoods: Growing Strong Programme
Reporting to:	Chair of Management Committee
Salary:	£35,000 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:	22.5 hours a week (to be used flexibly over day, evening, and weekends)

Main purpose of post

We are looking for a Project Manager to plan, develop, deliver, and manage our latest project 'Nature-Based Neighbourhoods: Growing Strong Programme', a five-year project to create green, biodiverse and nature rich spaces in the Castleward community.

Key duties

1. Engagement with the community, developers, local authorities, and other partners to understand the people, the area, and the environmental challenges, and how greener spaces can be of benefit.
2. The drafting and development of a project plan/plans, to inform, guide and track progress over the life of the programme. The plan would be a live document capturing key activities, start and completion dates, and progress against key milestones.
3. The reporting and delivery against agreed targets and timescales which would include periodic updates to the DWICA management team and the Wates FET and Lund Trust Programme Co-ordinator.
4. 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.
5. The establishment of relationships with local authorities, businesses, nature groups, and other partners to facilitate the development of the programme.
6. The creation of ideas and schemes to be shared with the Programme Co-ordinator, the MEL team, other cohorts, and partners, and to deliver a "Living Plan".
7. Provide quarterly and bi-annual reports and presentations to the DWICA Management, Programme Co-ordinator, and MEL partners.
8. 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
9. To work with the DWICA Treasurer and Management Team to manage all financial incomings and outgoings related to the project. This will include budgeting, the recording of expenditure, analysis of variances and reporting.
10. Liaise with the DWICA Management Committee, staff, and volunteers of the organisation to ensure that the project is of high quality and meets the expectations of funders, partner organisations, and others.
11. Support the recruitment, training and supervision of the Assistant Project Manager who will work under your direction to ensure the successful delivery of the project.



12. 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.
13. 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.
14. Work with the DWICA Management, 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 communications platforms.
15. 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.
16. 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 Chair of the Management Committee, 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 project delivery, evidence of effecting cultural change, service improvement etc.
 - Good project management experience with the ability to plan, monitor, deliver, and report against a milestone driven programme.
 - Previous experience or a good knowledge of nature or urban greening projects is desirable.
 - 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 recruiting, supporting, and working with staff, sessional workers, and volunteers
 - Experience of event organisation and fundraising (desirable).
 - 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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