



## **COMMUNITY DEVELOPMENT PROJECT MANAGER**

### **Fixed Term**

### **JOB DESCRIPTION AND TERMS & CONDITIONS**

#### **Terms and conditions**

**Job Title:** Community Development Project Manager

**Reports to:** Director of Partnerships, BIG Alliance

**Salary:** £28,000-£31,000 plus generous benefits package

**Hours:** 35 hours per week. Occasional evening work is required.

ELBA operates on a hybrid flexible working basis, where staff work both in-office and remotely throughout each week. The specific distribution of days in-office and remote work may vary depending on activities and events.

**Duration:** Fixed term 12-month contract (renewable)

**Annual Leave:** 27 days per annum plus public holidays

**Location:** BIG Alliance  
13 Elliott's Place  
Islington  
London  
NI 8HX

#### **About BIG Alliance**

BIG Alliance (Businesses for Islington Giving) delivers business-supported employee volunteer programmes to strengthen links between businesses, community organisations and education institutions across Islington. In doing so, it aims to help address issues of poverty and isolation, which are prevalent across the borough, despite the perception of Islington being an area of high wealth. 47.5% of primary school children in Islington live in poverty, the third highest rate in London.

Established in 2012, BIG Alliance aims to make community investment easier, more effective and more rewarding for its business members. It is a partnership between, East London Business Alliance – a registered charity that has been supporting the social and economic regeneration of east London for 30 years, Macquarie Group – principal funder and founder, and Islington Giving - funder and founder. To date, BIG Alliance has placed more than 14,000 business professionals into volunteering opportunities within over 200 community organisations, schools, colleges and universities.

ELBA has an excellent employee benefits package including generous leave, flexible balance between working from home and the office, BUPA health cashplan; enhanced maternity and paternity pay; an active wellbeing and equalities programmes led by staff; a varied and busy learning and development schedule; cycle purchase scheme; and an Employee Assistance Helpline. including access to free accredited courses up to degree and post-graduate level.

### **Purpose of the job**

The main purpose of the job is to facilitate development and delivery of the BIG Alliance's skills-based volunteering programme, which utilises the skills, experience and sector-specific expertise of employees within our business partners to support Islington's community organisations and residents.

Our skilled volunteers are placed with a community partner or beneficiary either individually or join one of our annual programmes which include: CoRe (Community Resourcing), Board Builders, Leaders in Partnership and Time to Talk. Over 2,500 employees have been placed as skilled volunteers through BIG Alliance since 2012 providing expertise in law, finance, IT, HR, and marketing and communications to name just a few.

The postholder will be responsible for the successful delivery of various aspects of this programme, delivering exciting, innovative employer supported volunteering projects that meet the expectations of specific corporate supporters, and the needs of the community with key geographical focus in Islington.

### **Job Description**

#### **Main duties:**

- Collaborate closely with community partners, corporate partners and BIG team to understand community needs and design appropriate employee volunteering activities to address these needs
- Develop relationships and effective partnerships with key stakeholders in the community including the local authority and community infrastructure support organisations to maximise the impact of BIG Alliance's work.
- Support the delivery of all business skills activity and the wider BIG Alliance programmes.
- Proactively market volunteering programmes to BIG Alliance corporate partners.
- Source, place and manage cohorts of corporate volunteers in line with business plan and project targets.
- Develop effective working relationships with community affairs team with BIG Alliance corporate partners, ensuring that these companies are supported to develop employee volunteering and other initiatives that meet their targets, priorities and strategies.
- Implement effective evaluation and impact measurement tools in line with BIG Alliance corporate partner requirements, ensuring that evaluation informs best practise to ensure continuous improvement.

- Work on any projects with BIG Alliance, as and when required.

**General**

- Develop a broad knowledge of regeneration programmes and local authority priorities in Islington.
- Use BIG Alliance’s internal systems to maintain records and report progress, including due diligence and volunteer recording via Salesforce
- Ensure that effective project management systems for monitoring and evaluation are in place and keep detailed records.
- Proactively generate case studies, news articles, photos and social media content to promote the work of BIG Alliance in line with BIG Alliance communication targets and protocols.
- Collaborate with other BIG Alliance colleagues on projects where appropriate and contribute to the development of BIG Alliance/ELBA as an organisation overall.
- Adhere to and implement policies, including equal opportunities and health and safety.
- Undertake any other reasonable duties as requested by your line manager.

**Person Specification**

ELBA/BIG Alliance’s core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform what we do and how we do it; we expect every member of staff to commit to creating value for our members and community partners. ELBA/BIG Alliance’s core competencies are:

- Accountability
- Leadership
- Commercial awareness
- Relationship management
- Adaptability
- Delivery
- Communication
- Creativity

In addition, the ideal candidate will have:

**Essential skills and experience**

- Strong project management skills, managing projects from inception through to completion and evaluation.
- Highly organised with an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines.
- Ability to manage and track multiple projects, often with competing deadlines.
- Effective time management skills and interpersonal skills including negotiation, persuasion, flexibility and problem solving.
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with BIG Alliance’s brand
- Thoroughness, accuracy and attention to detail.

- Experience of developing sustainable and effective partnerships with multiple stakeholders.
- The ability to work across all levels of BIG Alliance's corporate partners, community partners and local stakeholders.
- Ability to work collaboratively within BIG ELBA/Alliance to develop and share best practice.
- An understanding and passion of the principles of corporate community investment and employee volunteering.
- Experience of working with and facilitating employee volunteering activities.
- Experience of programme monitoring and evaluation.

Desirable skills and experience

- Experience of working with or within the corporate sector and good commercial awareness.
- Knowledge and experience of corporate community investment.
- Experience of working in or with the voluntary, education and / or community sector.
- Experience of event management.
- An understanding of evaluation and impact measurement techniques within corporate community investment.

ELBA wants to represent the diverse community we support and aims to be an inclusive employer in terms of ethnicity, disability, sexual orientation & background. We are an equal opportunities employer and we welcome all applications.

Please note this role is required to have an enhanced Disclosure and Barring Service (DBS) check. The successful candidate will be required to comply with ELBA's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS.