



## Community Development Project Manager (Evolve Project)

### Job Description and Person Specification

<b>Job Title:</b>	Community Development Project Manager
<b>Reports to:</b>	Head of Programme - Connect
<b>Salary:</b>	£28,000 - £34,000
<b>Hours:</b>	35 hours per week, occasional evening work is required
<b>Annual Leave:</b>	27 days per annum plus public holidays, 2 days volunteering
<b>Length of Contract:</b>	12 months fixed term contract (standard with all ELBA contracts) with extension subject to satisfactory performance and ongoing funding
<b>Start Date:</b>	From 24th of June 2024 or in line with the candidate's notice period
<b>Location:</b>	East London Business Alliance 3rd Floor, City Reach, 5 Greenwich View Place London E14 9NN

Travel throughout east London will be 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.

### About ELBA

ELBA is a leading social regeneration charity in east London. Our mission is to develop employee volunteering and employment initiatives to decrease poverty, improve social mobility and increase equality for communities in east London and beyond. We facilitate corporate and other investments from over 60 organisations into our community, education and employment programmes.

With over 35 years of experience enabling successful partnerships between businesses and communities, ELBA engages over 15,000 corporate employees in volunteer programmes that support employment, education and community initiatives. In 2023 the Community Works programme supported 126 charities and social enterprises through engaging employee volunteers in practical and skills-based volunteering opportunities.

### Purpose of the job

To be responsible for the successful delivery of ELBA's Dragon Award Nominated Evolve Project, delivering exciting, innovative employer-supported volunteering projects that meet the expectations of specific corporate supporters, and the needs of the community with a key geographical focus in Hackney, Tower Hamlets and Haringey.



## **About Evolve**

The Evolve Project is a collaborative partnership between Linklaters, UBS, Societe Generale and the Societe Generale UK Foundation, delivered by ELBA. Overall, the Evolve project aims to address the wider barriers and challenges faced in society & by community organisations & charities with a particular focus on Hackney and its surrounding boroughs of Tower Hamlets & Haringey. The project does this through supporting community organisations who are addressing different barriers like post Covid recovery, and the cost-of-living crisis, alongside continuing challenges of funding & sustainability.

Evolve aims to build the capacity of these organisations, especially supporting the leadership, so they can keep up with the increased demand they are experiencing. Evolve has been designed to dynamically respond to the changing needs of local community organisations, drawing on the time, skills and expertise of employee volunteers to address the most pressing community challenges. The project is currently in its fourth year with funding secured for the following two years.

The role requires an ability to build a close and collaborative relationship across the community sector, particularly in Hackney, as well as with the corporate funders. A key focus is developing and delivering a range of exciting employee volunteering activities (including the Leaders in Partnership and Emerging Leaders coaching programmes) as well as leading monthly delivery and quarterly steering group meetings with the three business partners to ensure volunteer engagement and session development is meeting the aims and objectives of the project.

The post will be managed by the Head of Programme, Connect which sits within the Community Works programme at ELBA. The post holder will have weekly one-to-one meetings for input and guidance to achieve agreed targets and will be subject to annual performance appraisals.

## **Working for ELBA**

As well as a competitive salary, we have generous annual leave entitlement that increases with length of service; life assurance; 5% employer pension contribution; BUPA health cash plan; enhanced maternity and paternity pay; an active well-being and equalities programmes led by staff; a varied and busy learning and development schedule; cycle purchase scheme; and an Employee Assistance Helpline. In our staff survey, our people tell us they love the interaction with active and caring colleagues; the worthwhile nature of our work; and the great agency in how they deliver their objectives. There is the potential for project managers to progress up to a senior project manager role after a year subject to performance.



## **Job Description**

### **Key Evolve duties**

- Responsible for day-to-day development and delivery of the Evolve project
- Collaborate closely with community partners, corporate partners and the ELBA team to understand community needs and design appropriate employee volunteering activities to address these needs
- Deliver a range of employee volunteering opportunities focused on capacity building for local community organisations within the geographical remit
- Build and maintain strong relationships with Evolve partners' Corporate Responsibility teams by organising regular meetings and responding promptly to company requests
- Develop and promote a range of employee volunteering opportunities to corporate partners and manage delivery of volunteer requests
- Organise delivery of monthly delivery meetings and quarterly project steering group meetings including preparation of supporting documents and minute taking
- Achieve good delivery targets of employee volunteers engaged and beneficiaries supported
- Maintain strong impact reporting for the project and long-term tracking

### **ELBA duties**

- Build effective working relationships with ELBA corporate partner organisations to understand their business and functions, culture and priorities, generate opportunities suitable for their employees, manage expectations and deliver on activities in support of programme and project goals and objectives
- Identify and build relationships with a range of community stakeholders, including charities, community groups, social enterprises and grassroots organisations
- Assess organisational needs and develop creative corporate volunteering opportunities to meet the needs and build the capacity of community stakeholders
- Source, place, train and manage cohorts of corporate volunteers in line with business plan and project targets
- Identify a range of corporate volunteering opportunities that can facilitate large-scale participation and/or collaboration for ELBA corporate partners
- Generate regular communication items such as an annual report, programme impact reports, articles, write awards nominations and case studies and maximise the use of social media platforms
- Work with the Community team to ensure programme materials are kept up to date
- Implement effective evaluation and impact measurement tools in line with ELBA corporate partner requirements, ensuring that evaluation informs best practices to ensure continuous improvement



## **General**

- Adhere to ELBA's safeguarding policies and procedures at all times
- Develop a broad knowledge of regeneration programmes and local authority priorities in east London and specific geographical area
- Support the wider Community team with the planning and delivery of key events
- Support Connect Head of Programme to align Evolve's offering with the wider Connect programme
- Use ELBA internal systems to maintain records and report progress, including due diligence and volunteer recording via Salesforce within set timescales
- Ensure that effective project management systems for monitoring and evaluation are in place and keep detailed records
- Complete monthly, quarterly and annual reports as required
- Proactively generate case studies, news articles, photos and social media content to promote the work of ELBA in line with ELBA communication targets and protocols
- Collaborate with other ELBA colleagues on projects where appropriate, and contribute to the development of 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'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'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
- Experience in facilitating and delivering workshops and events to a wide variety of audiences
- Ability to manage and track multiple projects, often with competing deadlines
- Effective 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 branding
- Experience in developing sustainable and effective partnerships with multiple stakeholders
- Ability to work collaboratively and to develop and share best practice
- An understanding and/or passion for the principles of corporate community investment and employee volunteering
- Experience of impact measurement techniques
- A high level of IT literacy

## **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 with and facilitating employee volunteering activities
- Experience of working in or with the voluntary and community sector
- Experience of event management
- Experience of delivering employability events/projects
- Experience of using Salesforce to track and monitor projects
- Use of social media and experience in communicating externally in an engaging method

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.

This appointment is subject to DBS clearance and satisfactory references. Shortlisted candidates will be asked to make a declaration stating that there are no reasons why the applicant cannot work with children, young people or vulnerable adults.