



Job Description

Projects and Partnerships Manager

Contract: Employed. 1 year fixed term contract - *subject to funding*

Hours: 4 days / 28 hours per week - *based on a full time equivalent working week of 37.5 hours.*

Salary: £33,150 per annum (pro rata for part time) - *plus benefits including pension scheme, annual leave, flexible and hybrid working.*

Location: Home based, with the expectation to regularly visit projects, events, partner organisations and communities and to attend team meetings and development - all within the Greater Manchester area.

Reporting to: General Manger

Direct Reports: Supervision of freelance staff including Project Facilitators and Project Assistants, plus Volunteers and Placements.

There is no direct line management responsibility for this post at the moment, but as the job evolves the Projects and Partnerships Manager will line manage 2 Project Assistants with support from the General Manager.

We are seeking a dynamic and experienced Projects and Partnerships Manager to lead Afrocats' projects, programmes and partnership work. This role offers an exciting opportunity to oversee complex projects, manage diverse teams, and drive organisational growth through effective partnership development. The successful applicant will be responsible for motivating and coordinating cross-functional teams, ensuring project delivery aligns with organisational objectives, and cultivating important partnerships.

Afrocats exist to empower communities through creativity, cultural engagement, and wellbeing. Our mission is rooted in creating inclusive spaces where individuals feel safe to rediscover joy, build confidence, and connect with others. We believe in meeting people where they are, offering opportunities for growth, and challenging inequitable systems through arts and advocacy.

This is a great time to join our charity at a time of significant growth and change. No two days are the same at Afrocats and the work is fun, creative and rewarding.



Purpose of the role

To plan and co-ordinate Afrocats' projects, programmes and partnership work effectively from start to finish, ensuring outcomes are met on time, within scope and in line with quality standards.

Key responsibilities

- Co-ordinate multiple Afrocats projects and programmes simultaneously.
- Develop project plans, track progress, assess risk, and oversee effective data and evaluation collation.
- Develop and nurture new and existing relationships with funders and partners. Manage multiple complex budgets.
- Supervise and direct project delivery staff, volunteers and placements.
- Ensure external and internal reporting requirements are met.
- Support funding compliance and evidence collection.
- Improve systems and processes for project delivery.

Essential requirements for the role

Experience of:

- Managing or co-ordinating projects and programmes.
- Working in the non-for profit sector, ideally within community, charity, or social impact projects, with a strong understanding of the strengths and challenges of the sector.
- Supervising multidisciplinary teams.
- Complex budget management.
- Systems and process design and development.
- Effectively capturing data and evaluation to support progression and growth.

Skills, the ability to:

- Problem solve in a positive, collaborative and solutions focused manner.
- Bring in funds to Afrocats through meaningful connections and partnerships.
- Communicate in a confident and compassionate manner, respecting the lived experience of our communities.
- Work independently and confidently make decisions.



- Approach work in an organised and planned way.
- Delegate and constructively hold others to account.
- Work collaboratively and smartly in a hybrid working environment.
- Communicate in a professional and transparent manner.

Personal qualities:

- Values led mind-set.
- Self-managing, proactive, and reliable.
- People-focused and encouraging leadership style.
- Highly organised and detail-focused.
- Comfortable representing Afrocats publicly.
- Confident decision maker.
- Solutions oriented mind-set.