

Project Manager – Jericho Works

Hours: 37.5 hours per week (would consider 0.8FTE for the right candidate)

Location: You will be based at our Head Office in Balsall Heath. This role includes travel to other JERICHO sites or to visit community venues, attend events or deliver activities.

There is also the possibility of some home working to help manage your work/life balance, with approval from your line manager.

Salary: £36,000 per year FTE

Reporting to: Director of Operations

About JERICHO

JERICHO is an award-winning Birmingham-based charity and family of seven social enterprises. We provide supported work opportunities for people facing extreme challenges in getting a job and have been helping people across Birmingham into employment for over 30 years. We primarily support marginalised young people and survivors of modern slavery. What makes our model so effective is the way we combine work placements with individualised wrap-around support, training and a range of targeted activities. Our approach is focused on helping people address the issues that are affecting their life chances, build skills and confidence and ultimately become more employable.

What's the job?

Are you passionate about supporting people into employment?

We are expanding our team to allow us to significantly grow and develop one of our key projects, Jericho Works. The project enables us to maximise our impact and take Jericho's expertise out into the community, engaging with community organisations to reach those who face challenges in finding work and helping them progress in their journey towards employment. Jericho Works offers one-to-one employability support, short-term work tasters and placements, support into progression opportunities including volunteering, training and employment, and employability-focused hardship and practical support.

We are looking for a manager to lead on the relationship with the project funder, to lead a team of two co-ordinators and take ownership of project monitoring, analysis and reporting. You need to bring experience of liaising with senior stakeholders, people management and project management skills, including analysing data, and writing concise and comprehensive reports.

What you will be doing

- Maintaining and developing our relationship with the key funder and their team
- Leading on regular funder meetings
- Budget forecasting and monitoring
- Line management of project co-ordinators, including regular one-to-ones, appraisals, overseeing their development and supporting them to achieve their targets
- Identifying creative opportunities to maximise the impact and reach of the project, including for example creating and delivering workshops or other training.
- Contributing to direct participant support as needed and offering support to the team with more complex cases
- Meeting project targets including numbers of participants supported and positive outcomes
- Working with colleagues across Jericho and external partners to identify opportunities for participant progression
- Strengthening our network of community organisations and referral partners
- Ensuring timely submission of appropriate reports to trustees, senior management team and key funders, including data, finance and narrative reporting.

Who are we looking for?

Essential:

- Experience of people management and team leadership
- Experience developing partnerships
- Excellent verbal and written communication, networking and presentation skills
- Strong planning, organisational and project management skills
- Ability to record, manage and analyse data for monitoring and reporting purposes
- Good understanding of safeguarding
- Experience of providing support, mentoring and/or coaching to individuals who face barriers to employment
- Ability to work independently and manage own workload in addition to working as part of team
- An appreciation of and sympathy with The Jericho Foundation's Christian roots and values, and a commitment to its mission of supporting people facing barriers to employment into sustainable work.

- Ability to travel to various sites including ones not accessible by public transport

Desirable:

- Experience within the charity or employability sectors.
- Knowledge of Birmingham's community organisations and support providers
- Experience of liaising with funders
- Understanding of supported employment and employability programmes.

What's in it for you?

24 days annual leave plus bank holidays, increasing by one day a year up a maximum of 29 days

Enhanced sick pay after qualifying period

How To Apply

Please email your CV and covering letter to hrenquires@jericho.org.uk

The covering letter must include:

- Why you want to be considered for the role
- How you meet the job criteria
- Where you heard about the vacancy

For an informal conversation about the role please contact Louise Gore, Director of Operations, on 0121 647 1960 or louise.gore@jericho.org.uk

Closing date: Tuesday 14th July 2026

Right to Work

We are unable to offer sponsorship for this role, so you must have the Right to Work in the UK.

Equal Opportunities

JERICO actively welcomes all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion for creating better outcomes, and we're committed to creating an inclusive environment for all employees.

Help us understand who is applying for and getting roles with us by completing our [Equality and Diversity Questionnaire](#). This information is not accessible to the recruiting manager and it does not form part of your application.



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We guarantee an interview to disabled candidates who meet the minimum criteria under the Disability Confident Scheme.