



NATIONAL PROJECT MANAGER JOB DESCRIPTION

1. JOB DETAILS

Job Title: **National Project Manager**

Responsible to: **Head of Partnerships and Projects**

Location: **Hybrid with home-working and regular days at the London office as well as occasional travel to: South East, South West, Wales, North West and East of England**

Contract: **Part-time (0.6FTE) fixed term contract for 15 months**

Salary: **Circa £33K-37K FTE**

Holiday: **25 days per annum FTE**

Probationary period: **The post is subject to a one-month probation period**

2. JOB PURPOSE

We have an exciting opportunity for a National Project Manager to join the Central Support Team working 25 hours a week on a fixed term contract. There will be some travel required to support regional coordinators within England and Wales.

Do you have a passion for volunteering and want to make a difference?

Are you looking for an opportunity to lead on volunteering at a national charity?

If yes, then we'd love to hear from you...

The role will oversee the delivery of a joint project with a major corporate partner which will ensure that hard-to-reach communities are aware of how to make the digital switchover from analogue phone landlines. Using the huge reach of Neighbourhood Watch and our energetic volunteers, we aim to communicate on a one-to-one basis using community-based events.

The post holder will be responsible for ensuring that the project is completed on time, within budget and meets high quality standards, maintaining project and monitoring documentation.

You will lead a small team of regional coordinators, providing support and guidance and ensure the profile and development of volunteering is in line with the organisation's needs.

This role is a hybrid one with homeworking and occasional travel within England and Wales alongside regular travel to London.

In this post you will be:

- overseeing the project and managing its documentation
- managing the project budget (with support from finance)
- responsible for delivering key project objectives
- line-managing a small number of home-based volunteer coordinators working across geographical regions, and providing guidance and advice to them
- supporting and developing volunteers from Neighbourhood Watch groups to deliver local information sessions for the digital switchover across in their area/region
- leading on national project engagement activities, working closely with the central support team and our national corporate partner to ensure these activities are delivered
- supporting volunteer coordinators to have the knowledge, skills and training to effectively manage volunteers
- raising the profile of Neighbourhood Watch volunteering internally and externally
- undertaking reporting and analysis on a range of activities including events and providing updates to meetings and project documentation
- Presenting to volunteers

What we need from the ideal candidate:

- knowledge of volunteering best practice, trends and developments
- experience in advising and leading those managing volunteers
- highly numerate and able to present statistics in a digestible format
- excellent communication skills with the ability to present well to audiences
- experience of managing a team and volunteer management
- experience in managing challenging stakeholders
- to be highly organised and able to manage broad and conflicting priorities and tasks

Experience of working in a variety of voluntary/charitable organisations would be advantageous.

3. HOURS OF WORK

Hours of employment are 0.6FTE, on a fixed term contract until December 2025.

You would normally work a 21 hour week. Core hours are 10.00am-12.00pm and 2.00pm-4.00pm, with an unpaid lunch break.

4. WORK CONTEXT

Neighbourhood Watch is the largest crime prevention community in the UK.

Neighbourhood Watch Network (NWN) is a Charitable Incorporated Organisation (CIO), and its Board of Trustees are responsible for the governance of the organisation. The small staff support team are employed to deliver the strategic plan of the Board and to support volunteers across the movement. NWN acts as the strategic voice for the movement and supports

volunteers across England and Wales to work with the police and other agencies to build safer and stronger communities.

Current estimates suggest that 2.3 million households are involved in the movement across England and Wales, with 90,000 coordinators running schemes across England and Wales.

The strength of Neighbourhood Watch is in its engagement of local people to be active within their communities. The role of this post is to support NWN in its development of new ways of working in which our members, local organisations, community groups and individuals within their local community can be actively involved in reducing crime and ensuring support for victims.

5. MAIN ACCOUNTABILITIES OF THE POST

1. Manage the project to deliver successfully against the project delivery plan to time and on budget, regularly reporting on progress to back to the central team and our corporate partners.
2. Manage a small team of five volunteer coordinators based across five geographic regions, supporting their work, problem solving, and ensuring delivery to target. The regions are the North West, Wales, South West, South East and East of England.
3. Monitor and support training and induction of the coordinators and volunteers and where appropriate observe/check that the information events are running well and put in any further training or interventions if needed.
4. Work closely with the key partners to resolve any issues that participants in the events may have and manage feedback.
5. Support the development and implementation of a project evaluation in line with the deliverables within the project plan. Compile a comprehensive report at the end of the project.
6. Any other duties appropriate to the post, as agreed with the Head of Policy, Partnerships and Projects

6. ESSENTIAL EXPERIENCE, SKILLS & BEHAVIOURS REQUIRED

Experience

1. Significant experience of partnership development and working with organisations across the public, private and/or voluntary sector.
2. Experience of working in community development and or crime reduction/safety roles including working with the public.
3. Experience of identifying and developing delivery plans or bids for specific projects and programmes of work both independently and in partnership with other organisations
4. Operational delivery experience, including delivery of specific projects and programmes of work to time and on budget
5. Proven experience of negotiating and delivering projects in the public and/or private sectors.
6. Experience of working with and managing volunteers.
7. Experience of representing aims and objectives at an operational level to other organisations and stakeholders

Skills

1. Liaison and partnership skills: proven ability to initiate and develop positive partnerships with people and organisations within the public, private and voluntary sectors.
2. Leadership and management skills: proven ability to inspire a team to strive for challenging goals, to translate targets into clearly communicated workplans and to work collegiately with other organisations and managers
3. Convincing presentation and negotiation skills.
4. Ability to develop projects and project plans in partnership with other organisations ensuring achievable outputs and outcomes, including project management and delivery skills ideally with paid staff and volunteers.
5. Ability to deliver clear, confident and appropriate communications to different audiences
6. Excellent IT skills using Microsoft Office and internet
7. Strong organising skills with the ability to prioritise tasks effectively and meet deadlines, with a range of competing demands

Behaviours

1. Positive, solutions-focused approach.
2. Commitment to excellence, offering friendly and helpful service.
3. Good communication, being cooperative and supportive of volunteers, the public and partners.
4. Flexible approach to working, meeting deadlines and taking responsibility for work.
5. A strong and demonstrable commitment to the aims and values of Neighbourhood Watch.
6. A clear understanding and demonstrable commitment to promotion of equality and diversity

How to apply

Please apply through Charity Jobs by submitting your CV and a covering letter up to 2 pages, detailing how you match the criteria in the job description and person specification.

Applications close: Wednesday 20 March at 12pm

Interview date: TBA