



<b>Active Communities Network</b>	<b>JOB DESCRIPTION</b>
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## POST DETAILS

<b>Job Title</b>	Project Manager - UK wide
<b>Organisation</b>	Active Communities Network
<b>Salary</b>	£35,000-£40,000 per annum based on working 36 hours per week
<b>Hours</b>	36 hours per week
<b>Contract Type</b>	Fixed Term subject to funding
<b>Location</b>	Flexible- London or Belfast office <i>to be agreed on appointment of successful candidate</i>
<b>Responsible To</b>	Joint Chief Executives

## JOB SUMMARY

Active Communities Network are launching a new project, The ACN Way, which will be delivered across the UK. This project is funded by the National Lottery Community Fund for five years starting October 1<sup>st</sup> 2024. The project will build a network of 500 groups aiming to be better connected, unified and more vocal with the overall aim of being actively involved in decision making and are better understood by policy makers and commissioners.

The Project Manager role is a new post that has been created to ensure the wider UK team and collective of grassroots community groups are serviced and have a dedicated point of contact. The role will co-ordinate the day to day needs of the team, working with them on an events and networking schedule from concept to execution and work with the CEOs to build a new platform for information exchange, learning and supporting grassroots groups in the network.

The post will also support the CEOs with their engagement, communications and lobbying external bodies such as MPs, Civil Service staff, regional and local commissioners/decision makers. The Project Manager will play an instrumental role in building the network of grassroots groups which will work to close the gap between policymakers and these groups that are working daily at grassroots level with the goal of tackling inequality.

## DUTIES AND ACCOUNTABILITIES

- Develop and maintain partnerships with the grassroots community groups within each area. Ensuring these groups are supported by the organisation and are connected with their point of contact.
- Co-ordinate the day-to-day roles of the regional staff and support them to develop and implement networking and events schedules. Work alongside regional staff to support the grassroots organisations within the network.
- Oversee all programme data ensuring the collection of programme data is taking place and analyse the data to identify areas of impact and improvement within the programme. Ensuring that the project is delivering against its contracted outcomes.
- Support regional leads to work with grassroots community partners and to build their capabilities, skills and confidence within the role.

- Work alongside the CEOs to build and develop a platform for exchanging information and for learning. Identify funding opportunities that will allow further growth and contribute to the sustainability of the project.
- Work with Regional Leads, CEOs and grassroots partners to evaluate the operations of the project and to identify process improvements that can support the project to be as effective as possible.

#### **OTHER RESPONSIBILITIES**

- Work flexibly where appropriate to ensure full and supportive delivery of the programme.
- Undertake training to develop work related skills and knowledge.
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organisation.
- Work with due regard for ACN core values and objectives.
- Ensure the effective implementation of, and adherence to ACN's Equal Opportunities, Safeguarding and Health and Safety policies and procedures.

**Active Communities Network****PERSON SPECIFICATION****Job title: Project Manager - UK wide****Experience and Knowledge:****Essential**

- A minimum of 5 years' experience of working within the Voluntary and Community Sector at a senior/leadership level, therefore being able to 'lead by example'
- A minimum of 3 years' experience of managing a youth or community development programme within the community and voluntary sector
- A minimum of 3 years' experience developing community partnerships and connecting groups
- Experience of and knowledge of the needs of Voluntary and Community Sector groups to ensure they can improve their capacities and sustain.
- Evidence of a strong skill set and experience of networking and building alliances/ partnerships within the voluntary and statutory sectors
- Worked strategically with funders, statutory bodies, commissioners and decision makers making positive change for the Voluntary and Community Sector
- Successfully supported a team operating remotely to achieve agreed outcomes
- Experience of working with Voluntary and Community sector leaders to support with and tackle challenges that are facing the sector
- Experience of planning and facilitating a range of events in person as well as using technology and online platforms
- Managing the collection and reporting of project data and analysing/evaluating data to understand areas of impact and improvement
- Experience of developing strategic relations with partners that tackle inequality in areas of high deprivation as a core issue
- Experience in managing training, personal development, partnership working, leadership and other support the programme offers

**Skills and abilities:****Essential**

- Demonstrate knowledge of the demands and practices of operating within a medium - large sized charity
- Strong working knowledge of the youth, community and related sector
- Able to interpret and understand the needs of regional colleagues and support them with good efficiency
- Strong administrative skills and eye for detail
- Management of a variety of workloads and able to prioritise the demands of multiple stakeholders/colleagues
- Able to evaluate operations and make improvements to processes
- Understanding of the funding landscape and able to contribute towards sustaining the project and the charity/network partners
- Able to analyse data and make recommendations to colleagues in order to achieve the aims of the project



- Strong communicator and effective at communicating with VCS groups, colleagues, trustees and external stakeholders.

**Attributes**

- Team player
- Strong understanding of the goals of the programme
- ICT and administrative expertise
- Empathetic and understanding
- Time management and managing a high workload
- Prioritisation
- Able to communicate at a variety of levels

**Additional Information:**

- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS/ Access NI check.
- 6 months probationary period / extendable on performance and funding secured