

Norton Hall Children & Family Centre

Job Description



Job Title:	Project Manager (WASH)
Responsible for:	Community Co-ordinator (staff member), Forest School Leaders (sessional workers) Communications Co-ordinator (freelancer), Evaluator (freelancer)
Responsible to:	Chief Executive Officer
Key collaborators:	WASH Partners, Fundraiser (freelancer), Steering Group, Advisory Group, Community Research Volunteers
Salary/ benefits:	£35,000 per annum, plus 3% contributions to pension scheme.
Hours:	Full time 37 hours per week. Core working days Monday – Friday. Occasional weekend work may be required. Overtime is not paid but time off in lieu will be granted.
Duration:	5-year fixed term contract. All new employees undertake a 6 months' probation period in which they are expected to demonstrate their suitability for the post.
Holidays	28 days annual leave (including 3 to be taken between Christmas and New Year) inclusive of statutory public holidays.
Place of work	Flexible, based at Dolphin Centre or working from home, as required.
Diversity/Inclusion:	NHCFC is an equal opportunities employer and is positive about individuals who have a disability.

Job Purpose:

To manage and deliver the Washwood Heath Adaption & Sustainability Hub (WASH) project, co-ordinating and oversee all activity areas and managing relationships with partners, collaborators, and stakeholders to ensure its success.

About Norton Hall

Norton Hall Children and Family Centre supports our local community in the Ward End and Alum Rock areas of East Birmingham. Since 2013, our operations include running the Dolphin Women's Centre in Ward End Park. Last year we supported 1,600 women, children, and families across both Centres.

Background to project and its funding

Ward End Park is a valued, Green Flag accredited 54-acre public space with a Lake and the Wash Brook. The WASH project is based at the Centre, which sits beside the Lake, has a Café and extensive grounds.



Thanks to National Lottery players, Norton Hall has received a large grant over five years from The National Lottery Community Fund¹, the largest community funder in the UK.

The funding will be used to engage the local community in nature and climate learning activities, connecting them with the rural environment, increasing their connection to their surroundings and encouraging them to understand what it means to them.

Shaped by volunteers, service users and partners, the project hopes to see improvements in everyday lives, including food and growing skills, career opportunities, improved mental and physical health, and confidence building.

The WASH project will be based out of the Dolphin Centre. Supported by the CEO and together with WASH partners - Birmingham and Black Country Wildlife Trust, the Friends of Ward End Park, and New Leaf Sustainable Development Ltd - activities will take place in Ward End Park, Birmingham Eco Park and National Trust in Brockhampton.

An expanded cadre of volunteers and a new Friends of the Lake group will help deliver activities, supported by the Community Co-ordinator, partners, external freelancers / suppliers, collaborators and Norton Hall's wider team.

The total project cost is £800,000, and Norton Hall has committed to raise the match funding needed to deliver the project.

Delivery of WASH objectives

The WASH project is defined in the 'Funding proposal'² and has four key objectives which the project manager will work with the team, partners and key collaborators to deliver:

1. Connecting with nature through outdoor learning and green jobs pathway.

This comprises activities ranging from development of our Forest School area into a wildlife haven, to creating a cadre of Forest School leaders, to taking families on trips for outdoor learning sessions, to mapping a local pathway to green jobs, to upskilling our volunteers in Ecology and Conservation.

2. Sustainable Food learning and action

This comprises activities ranging from development of a new Terrace Allotment to development and delivery of a new accredited Horticultural vocational training course, to supporting local people to gain food growing experience on our allotments.

3. Biodiverse Park and Lake, with expanded community ownership

This comprises activities ranging from commissioning partners to conduct a biodiversity review and developing a Biodiversity plan for the park's blue and green spaces and working with all stakeholders to implement it, to creating a new 'Friends of the Lake' volunteer group.

4. The 'washing line' climate adaptation hub and sharing learning

This comprises activities ranging from engaging children and families in regular creative nature-based climate crisis workshops and creating a learning network to implementing a baseline and end of project survey of our communities' attitudes and behaviours around climate.

¹ This grant comes from the Climate Action Fund, a £100 million commitment over 10 years from The National Lottery Community Fund to support communities across the UK to take action on climate change and involve more people in climate action. This forms part of one of the funder's four key missions in its 2030 strategy, '[It starts with community](#)' - supporting communities to be environmentally sustainable.

² This comprises three items: the funding proposal itself which narrates the project, a high level 5 year plan, and the budget. The high-level plan includes a gantt chart (activities, outputs, lead roles, key milestones, phasing), and a summary of beneficiary and volunteer numbers. The budget is available within a workbook which also contains planning assumptions.

General responsibilities

The Project Manager will be responsible for:

- Purchasing all equipment and resources required and managing budget resources.
- Organising trips and transport for all off-site activities and day trips.
- Collaborating with partners to develop the terms of reference and manage the recruitment and commissioning process for the project evaluator.
- Organising Partnership and Steering group meetings
- Implementing monitoring and reporting systems, producing reports for the steering group and wider stakeholders on a quarterly basis.
- Implementing any other relevant duties as required by line management to ensure the smooth running and development of the project.

Responsibilities in relation to the WASH team, partners and wider collaborators

The Project Manager will be responsible for organising regular staff meetings &:

- Line managing the Community Co-ordinator, who will be responsible for recruiting and supporting volunteers (Environmental, Café, Advisory Group, Community Research) engaging beneficiaries into activities and engaging the support of local community stakeholders to help promote / deliver the project.
- Co-ordinating the inputs of:
 - Forest School leaders, to deliver outdoor learning and support on trips.
 - Communications officer, to deliver communication plans
 - Fundraiser, to raise match funding and implement reports to donors
 - Evaluator, to deliver the evaluation plan, interim & final evaluation
 - Birmingham and Black Country Wildlife Trust, to deliver the biodiversity review / plan and ecology/ conservation training for volunteers
 - New Leaf Sustainable Development, to deliver the Washing Line creative climate & nature workshops and learning network.
 - Friends of Ward End Park, to deliver Park management plan activities.
 - Friends of the Lake, to deliver the Lake and Wash Brook plan activities.
 - Birmingham City Council Landscape Group (BCCLG), to update the management plan for the Grounds based on the biodiversity plan
 - Steering Group - partners, BCCLG, Friends of the Lake, Sustainability West Midlands and Birmingham Open Spaces Forum.
- Collaborating closely with other project managers, particularly
 - Dolphin Centre Manager, to support on beneficiary and activity plans
 - Children and Young People's service manager, to support on engagement of children and families
 - Operations and Finance Manager, to deliver finance reports.

Wider responsibilities

- To comply with Norton Hall C&FC's Safeguarding Child Protection and Safeguarding, Adult Safeguarding, Confidentiality and Data Protection Policy and Procedures

Person specification – WASH Project Manager

CRITERIA	REQUIREMENT	HOW ASSESSED*	E/D**
Education/ Quals	Relevant Management/ Environmental Qualifications or Equivalent Experience.	A	E
Experience	A minimum of 5 years Project Management.	I A	E
	Developing & delivering environmental and / or horticultural training	I A	E
	Managing and developing Staff and Volunteers.	I A	E
	Monitoring progress and evaluating impact, meeting milestones, reporting to stakeholders	I A	E
	Managing large scale projects with multiple partners and stakeholders.	I A	E
	Developing and implementing project communications plans	I A	D
	Managing environmental projects related to climate change / nature adaption	I A	D
	Financial Management and reporting	I A	D
	Commissioning external suppliers	I A	D
	Working within diverse inner-city communities	I A	D
Knowledge	Of Equality & Diversity	I A	E
	Safeguarding & Child Protection	I A	E
	Health and Safety	I A	E
	Environmental Issues affecting nature / climate	I A	D
Skills and abilities	Good leadership skills to lead team and work strategically with partners to achieve objectives.	I A	E
	Skills and ability to manage communication and information strategies that engage the local community.	A	E
	Good interpersonal skills to be able to engage and collaborate with a range of partner organisations and stakeholders.	A I	E
	Good organisational and time management skills to meet deadlines/ milestones.	A I	E
	Self-motivated, with ability to prioritise and juggle a variety of tasks. `	A I	E
	Ability to speak Urdu	A	D

*Assessment Criteria: I= Interview A = Application Form

** Essential = E, Desirable = D