

## Project Lead (Maternity Cover) for:

The Healthy Ageing through Innovation in Rural Europe Project and the Making it Happen Project.



Salary grade	£32,000
Timescale:	10 months maternity leave cover (with possible extension to 13 months)
Start Date:	To be negotiated, ideally to start in July 2021
Hours of work:	35 Hours per week (although can be two separate part-time roles, 17.5 hours each). To see a job description for the part-time roles, please go to <a href="http://www.rva.uk.com">www.rva.uk.com</a> )
Benefits:	5% pension contribution 25 days holiday (plus bank holidays) pro rata
Responsible to:	CEO
Area of work:	Across Rother District based in RVA office in Bexhill

### **Purpose of the job**

To be responsible for the Healthy Ageing through Innovation in Rural Europe (HAIRE) project and the Making it Happen (MIH) Project providing the leadership, oversight and delivery of the projects with responsibility to oversee the work of team members, operational tasks, financial monitoring, stakeholder relationships, quality assurance and compliance reporting.

### **Key duties and responsibilities**

- To lead a team of project staff to ensure that targets, outcomes and outputs are delivered in a timely and professional manner.
- To be responsible for contract management, commissioner relationships and client satisfaction.
- To support project staff by ensuring they are equipped and resourced to deliver their work.
- To attend and participate in appropriate external events, networks, meetings and forums on behalf of RVA, taking a lead role where appropriate.
- To maintain and build on strong relationships in HAIRE and MIH priority communities.
- To represent RVA to commissioners, stakeholders, partners and the community organisations which RVA supports.
- To ensure all legal, contractual, financial and quality obligations, legislation, public policy and good practice measures are monitored for the projects you lead following organisational processes.
- Ensure that Health & Safety guidelines, fire regulations and organisational policy and procedures are strictly adhered to.

### **HAIRE Project Responsibilities:**

1. Manage delivery of the HAIRE project in line with project targets, timelines, and all monitoring, reporting and budgeting requirements.
2. Have responsibility for RVA project staff, ensuring they are equipped, resourced, trained and supported to thrive and perform to the best of their abilities.
3. Work in close partnership with East Sussex County Council to deliver the project effectively and seek ways to establish legacies beyond the term of the project, including additional funding opportunities.
4. Establish and drive forward the Age Friendly Communities Initiative in partnership with Rother District Council.

5. Maintain accurate records of work and report to both RVA's CEO, Finance Manager and Lead HAIRE European Partners.
6. Seek to market and publicise HAIRE (using social media, print, events and networking) with a wide range of stakeholders to establish the project as a leader in its field with impact from grassroots interventions to strategic systems change.
7. Ensure RVA's reputation is upheld through professional and positive interactions with all members of the community and stakeholders, including and especially diverse groups.
8. Ensure monitoring and budget reports are submitted on time and to a high standard and keep accurate records of all project activities for submission to funders.
9. Manage the evaluation of impact across the project and ensure relevant goals and outcome measures are regularly reviewed. Prepare quarterly quantitative and qualitative impact reports for the Board of Trustees.

**HAIRE Responsibilities in the Communities of Rye, Robertsbridge and the Surrounding areas:**

1. Manage and host two local Steering Groups on a quarterly basis to ensure the project is grounded in local interest.
2. Be responsible for the ongoing work with volunteers by ensuring they are engaged, valued and involved in all levels of local planning and delivery.
3. Ensure a continuing emphasis on ownership of initiatives in the community and by local people by employing strong Asset Based Community Development Practices.
4. Ensure the project consistently involves older adults in decision making by establishing new ways in which their views are adopted and help to shape the innovation process.
5. Establish innovations that meet local need, are accessible to a diverse audience and are sustainable in the longer term. Provide effective advice, support, time and resources to encourage these innovations to thrive while ensuring ownership remains in the community.
6. Roll out HAIRE methodologies and good practice to areas outside of the pilot areas.
7. Ensure delivery of the project is in line with current Covid-restrictions to maintain the health and safety of all involved.

**Responsibilities as the Make it Happen Team Project Lead:**

1. Encourage and support the MIH Community Development Workers to develop and thrive in their own priority areas by fostering a strong team dynamic, training opportunities, informal supervisions and by supporting them at community events.
2. Ensure monitoring and delivery reports are submitted on time and to a high standard and keep records of training and networking opportunities attended by the MIH team.
3. Attend MIH Team Leaders Meetings and contribute to the planning and delivery of the overall programme, as well as Operational Delivery Team Meetings and all Compliance and further training required in the role. Distribute and manage small task-and-finish pieces of work from the Programme Leaders at SCDA.
1. Approve and monitor Small Sparks, Next Steps and Grow Grants with the finance manager and support Community Development Workers to submit successful applications.
2. Approve budget expenditure and keep track of spending with the Finance Manager.
3. Promote the Make it Happen project in line with RVA Communications Plan via the website, social media channels, networking and by giving presentations when appropriate. Ensure the MIH team are well known, well connected and are established as a first port-of-call for Community Development support in their priority areas.
4. Manage the evaluation of impact across the project and ensure relevant goals and outcome measures are regularly reviewed. Prepare quarterly quantitative and qualitative impact reports for the Board of Trustees.

**Responsibilities for Make It Happen within your geographic area:**

1. Manage your own Make It Happen geographical area by demonstrating good practice and effective Asset Based Community Development principles in your work. Connect with members of the community and build capacity in individuals and groups to support local activities and initiatives that benefit the community.
2. Effectively network, market and publicise the MIH project to obtain a healthy portfolio of work in your priority area.
3. Ensure RVA's reputation is upheld through professional and positive interactions with all members of the community, including and especially diverse groups.
4. Develop good relationships with the General Infrastructure team to enable new groups to access additional support from RVA colleagues.
5. Ensure advice and support given to individuals and communities is impartial, factual, inclusive, supportive and leads to sustainable interventions.

**Other:**

- Ensure the long-term success and sustainability of RVA.
- Ensure effective internal communications within RVA and ongoing participation in team meetings and whole organisation events including networks, the AGM and other core work.
- Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.
- Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.
- Adopt a professional image at all times. Adhere to and understand working practices as part of a quality assured organisation.
- Maintain absolute confidentiality with regard to the organisation's information and procedures, in particular following guidelines set for Information Governance and GDPR.

# HAIRE and MIH Project Lead – PERSON SPECIFICATION

Applicants will be judged on how well they have indicated their suitability for the post by showing they have the necessary experience to fulfil the person specification. This should be done by providing evidence of experience in areas described as essential criteria. Knowledge gained working in a non-paid capacity is relevant to this post

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p><b>EXPERIENCE</b></p> <p><b>Should include:</b></p>	<ul style="list-style-type: none"> <li>· Community Development practice and delivering measurable outcomes.</li> <li>· Management of a fast-paced environment and ability to deal with competing agendas effectively.</li> <li>· Working co-operatively with communities (children, young people, older people, communities of interest, identity and place).</li> <li>· Managing staff effectively.</li> <li>· Networking and working in partnership with multiple stakeholders.</li> <li>· Managing a portfolio of projects with a range of service functions and competing agendas effectively.</li> </ul>	<ul style="list-style-type: none"> <li>· Partnership working and influencing others.</li> <li>· Measuring, analysing and reporting impact and non-financial outcomes.</li> <li>· Knowledge of Rural Rother.</li> <li>· Experience in Asset Based Community Development.</li> </ul>
<p><b>SKILLS</b></p> <p><b>Should show:</b></p>	<ul style="list-style-type: none"> <li>· Educated to degree level or has a relevant professional qualification/ experience in community/social development.</li> <li>· Committed to an Asset Based Community Development approach with a thorough and up-to-date knowledge of community development practice.</li> <li>· Proactive and solutions focussed with:               <ul style="list-style-type: none"> <li>○ Knowledge of evaluation and impact measurement techniques and analysis including trend analysis.</li> <li>○ High level of literacy, numeracy, IT and administrative skills.</li> <li>○ Excellent people management skills.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>· Excellent programme management, decision making, communication and influencing skills.</li> <li>· An ability to innovate, develop new models of delivery and take managed risks.</li> <li>· Experience of working on Interreg funded projects.</li> </ul>

<p><b>PERSONAL ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>· Able to make objective and evidence-based decisions, whilst being innovative and creative.</li> <li>· Leads from the front communicating with clarity, conviction and enthusiasm.</li> <li>· Creates and maintains positive and professional working relationships with a wide range of internal and external partners and stakeholders.</li> <li>· Demonstrates a quality driven approach to tasks, with attention to detail and high-performance standards.</li> <li>· Adopts a sustainable mindset to all activities, seeking out and implementing solutions that achieve the best mix of quality and effectiveness at an affordable cost.</li> <li>· Takes responsibility for delivering timely and quality outcomes, using innovative and creative thinking and dealing with challenges in a constructive, solution focussed manner.</li> </ul>	<ul style="list-style-type: none"> <li>· Embraces and understands the need to respond to both internal and external challenges.</li> <li>· Has a strong focus on continuous learning, creating a learning and knowledge culture to inform future plans and support transformational change.</li> <li>· Proactively recognises and values high performance and challenges areas of concern, both individually and organisationally.</li> </ul>
<p><b>PERSONAL CIRCUMSTANCES</b></p>	<ul style="list-style-type: none"> <li>· Ability and willingness to travel to other locations (including abroad) as required for the role.</li> <li>· Willing to undertake relevant training to enhance management and leadership role and to remain up to date with current theory and practice.</li> <li>· DBS checked.</li> <li>· Has access to and can drive a car.</li> <li>· Commitment to adhere to organisational policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>· Flexible and willing to work in a fast paced and constantly changing environment.</li> <li>· Flexible to work occasional hours outside of normal hours to attend events or community meetings.</li> </ul>

Date written: 7<sup>th</sup> May 2021