



## Job Description Project Manager

<b>Location</b>	Inspire Essex Head Office	<b>Hours</b>	22.5 hours pw
<b>Salary</b>	£35,000 - £40,000 pro rata	<b>Start date</b>	May/ June 2019
<b>Contractual term</b>	Fixed	<b>Contract duration</b>	Initially 12 months

<b>Reports to:</b>	CEO of Kids Inspire and Board of Directors
<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>• CEO of Kids Inspire</li> <li>• Senior Management Team of Kids Inspire</li> <li>• Business Team at Kids Inspire</li> <li>• Key stakeholders</li> <li>• Suppliers and other external agencies</li> <li>• Team within Kids Inspire</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Degree in Business, finance, Education or equivalent</li> <li>• Minimum of five years' experience in an organisational leadership role</li> <li>• Comprehensive computer skill, including website content management</li> <li>• Proven track record in organisational growth and business development</li> </ul>

### Job Summary

To lead on all aspects of the set up of Inspire Essex. To develop and maintain the smooth running of the business systems in line with organisational policy, strategy and standards of delivery, specifically around budget, systems, structure and processes that enable Inspire Essex to achieve its mission. The role will also provide the day-to-day project and operational management of designated staff teams to ensure that staff are well supported to work as a strong, co-ordinated and highly effective team.

### Key responsibilities include, but are not limited to:

- Establishing the brand of Inspire Essex into the market place
- Designing and implementing a long-term marketing and sales plan in order to recruit business into the service
- Overseeing the day to day running of the business
- Setting the annual budget, alongside the CEO
- Monitoring strategic performance and delivery alongside the Clinical Impact Manager
- Meeting targets for the growth of revenue
- Setting the long term organisational strategic goals in consultation with the CEO of Kids Inspire
- Ensuring that the agreed strategic goals set on quality, on time delivery, expenditure and productivity are met
- Taking the lead on the organisation's infrastructure (delegating day to day activities where appropriate and practical) including:
  - (a) Governance
  - (b) Managing relevant budgets
  - (c) Policies and procedures
  - (d) Premises
- Reporting progress at regular intervals to the Board of Directors (BOD)
- In collaboration with the BOD , manage the interface between Inspire Essex and Kids Inspire



### General

- Ability to attend evening and occasionally weekend events
- Flexibility in work hours and work practises
- Co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the brand image and win increased support for its work
- Inspire Essex is committed to Equal Opportunities for all present and potential members of staff and clients Therefore, Inspire Essex expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration
- The post-holder will have access to confidential data on staff, services and supporters within Inspire Essex and its charity partner, Kids Inspire. Failure to maintain confidentiality will lead to disciplinary action, which could ultimately lead to dismissal
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your Line Manager or his/her higher level of authority

This is an outline Job description and may be subject to change, according to the needs of the service, in consultation with the post holder.

### Person Specification Project Manager

Factor	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Competent IT knowledge</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Minimum of five years' experience in an organisational leadership role</li> <li>• Demonstrable experience in financial management and planning</li> <li>• Experience of marketing including a digital platform</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience of business set up</li> <li>• Experience of web-design</li> </ul>
Skills / Knowledge	<ul style="list-style-type: none"> <li>• Strong organisational and planning skills</li> <li>• Excellent writing skills &amp; ability to compile reports</li> <li>• Strong knowledge of financial reports &amp; figures and experience of analysing data</li> <li>• Excellent interpersonal and social skills</li> <li>• Strategic thinker with the ability to translate ideas into positive results</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Kids Inspire</li> <li>• Reasonable knowledge of psychotherapy and health and wellbeing services</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Tactful, sensitive, tolerant, flexible and positive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiation and motivational skills</li> </ul>
Qualities / Attributes	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Commitment to quality and best practice</li> <li>• Positive, self-motivated and committed to achieving results</li> <li>• Problem solver</li> <li>• Good sense of humour</li> <li>• Professional approach to work</li> <li>• Assertive</li> <li>• Ability to multi-task</li> <li>• Excellent time management skills</li> <li>• Calm under pressure</li> </ul>	