

Job Description/Person Specification

Job Title:	Project Manager
Gross Annual Salary:	c£25,000 to £40,000 Pro-Rata (24 hours per week)
Location:	Al-Manaar Centre 244 Acklam Road, London W10 5YG
Responsible to:	MCHC CEO
Responsible for:	1 Kitchen Manager and volunteers
Contract:	Fixed Term to September 2020

Role

This role will require you to connect with local and national charities and build relationships with a range of community stake holders, including charities, community groups, social enterprises, education institutions and multi-faith groups. You will be responsible for supporting the Community Kitchen, whilst also working with individual women to build and develop their social enterprise projects.

We expect the successful applicant to have a minimum of five years relevant experience in project and/or community development and management.

The role will also require you to:

- Network and develop relationships in order to source new projects and raise awareness
- Fundraise and give input into developing the budget for project sustainability
- Manage events and ensure the Community Kitchen's visibility is established both locally and nationally
- Manage operations and source goods/facilities for the project
- Support the delivery and continued development of established community engagement programs.
- Develop and maintain marketing and social media materials.
- Raise visibility of the project in the community
- General administration duties

Attributes for the role:

- Dynamic and self-motivated professional able to use own initiative to work effectively under own direction as well as within a team.
- Strong interpersonal skills and a willingness to develop relationships.
- Committed to community development, able to multitask and manage expectations.
- Excellent verbal and written communication skills, with a particular ability to communicate effectively with the team

Person Specification

To succeed in the role it is important that you can demonstrate the following essentials:

Values and Behaviours:

You will need to be Responsive, Innovative, Collaborative, and Caring. Also;

A. Equal Opportunities

Demonstrate an understanding of and commitment to policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.

B. Knowledge and Experience:

Essential:

- To have researched, planned, developed and executed community development projects
- Knowledge of charity sector
- Computer literate in MS Office, email and social media
- Empathy with the North Kensington Community and the diverse needs of residents post Grenfell Tower fire tragedy.
- Ability to work effectively under pressure and to prioritise workloads.
- A record of working successfully with partners including negotiating, communicating and working collaboratively.
- Highly developed interpersonal and communication skills with a proven ability to communicate effectively to a wide range of stakeholders.
- People management, cultural change and staff motivation.
- Experience of working directly with community groups in a paid or voluntary capacity; managing and developing community services, projects, or activities.
- Have excellent organisational and administrative skills and experience of developing and implementing effective operational systems, policies and procedures.
- Experience and/ or ability to develop and implement effective Monitoring & Evaluation systems and produce written reports.
- Knowledge of Health & Safety issues and procedures as they relate to a public community building; community kitchen, projects, and users.
- Experience and ability to successfully work independently, on own initiative, and as part of a team.
- Experience of organising, promoting and showcasing activities and events.

C. Other:

- A strong commitment to community-based services
- Able to work occasional evenings and weekends and attend the Hubb Community Kitchen at short notice
- Consent to an enhanced DBS disclosure