

PROJECT LEADER

JOB DESCRIPTION

Reporting to: Director of Operations. The Project Leader will work remotely but will be expected to meet with the Director of Operations at least monthly. This may be in person or by Skype/phone.

Job purpose: To lead the implementation of a 12 month project operating in the Catholic dioceses of Nottingham, Brentwood, Liverpool and Shrewsbury and the City of London.

Job overview: Working remotely and travelling to Partners' offices and other locations the Project Leader will coordinate and oversee the roll out of Here: Now: Us People (HNUP) workshops, the embedding of the HNUP process and workshop delivery capability in the Common Good Partners and assist in the evaluation of the project. This is a 12 month part time (22 hours per week) contract.

Key responsibilities:

1. Pre-workshop phase

- a. Become familiar with the HNUP resources, and with each Partner's aims and contexts
- b. Create an Engagement Strategy to support the Partners in recruiting workshop participants
- c. Design and organise a Briefing Session for each partner to include training for Partners and Local Hosts in the Engagement Strategy
- d. Work with Partners to create implementation plans
- e. Organise and attend Train the Trainer (TTT) sessions and train as a facilitator of HNUP

2. Implement the Communications and PR Strategy

- a. Write and circulate an internal Partners' news update, monthly during the project
- b. Support Partners to deliver their comms outputs on time, and in concert with the Engagement Strategy
- c. Write blog items for T4CG website News section, using post-workshop data and local comms outputs gathered from Partners
- d. Gather pictures and disseminate as news via social media
- e. Write an interim update for potential funders Sept 2020 promoting the resource
- f. Produce press releases
- g. Oversee Partners' PR output prior to publication
- h. Help to secure relevant PR opportunities and provide content for PR/feature articles

3. Workshop and Embedding phase

- a. Build and maintain relationships with key Partner contacts, proactively building community between Partner contacts and organising occasional partner meetings
- b. Monitor Partners' progress in implementing the programme, identifying challenges and working with Partners to address them
- c. Monitor the effectiveness of Facilitators and Local Hosts and address challenges, providing coaching support to Local Hosts as required
- d. Organise payments to Partners
- e. Monitor SLAs and the project budget
- f. Support Partners in developing legacy/embedding plans

4. Drive post-workshop local impact

- a. Coach Local Hosts as they run follow up meetings, monitor workshop commitments and foster other actions
- b. Monitor the use of follow up resources and address challenges
- c. Foster connections between neighbouring cohorts and alumni
- d. Coach motivated workshop 'graduates' to help Partners cascade the process

5. Assist in the evaluation of the project

- a. Collect, collate, input and review workshop feedback and evaluation information
- b. Attend liaison meetings with the external evaluator and arrange up to three meetings for the evaluator with a group of stakeholders
- c. Assess Partners' criteria for success against their own parish/charity strategy
- d. Produce reports as requested

6. In addition, the Project Leader will be expected to uphold the ethos and reputation of T4CG, submit agreed expenses in a timely manner and attend T4CG Board meetings as required.

Hours:

Part-time: 22 hours per week, 12 month contract. £17,000 (£28,500 FTE).

Working from home, ideally within reasonable travelling time from the project sites. Travel expenses paid. Laptop and systems provided. 4 weeks holiday (pro rata per annum) by agreement, plus bank holidays.

PERSONAL SPECIFICATION

Essential skills and experience

- Experience of project management
- Use of Microsoft Word, Excel, PowerPoint and WordPress
- Excellent interpersonal, verbal and written communication skills in various media
- Experience of working with churches
- Problem-solving
- Used to working alone and in a team
- Organising, managing and chairing meetings
- Influencing and persuasion skills
- Create and deliver effective presentations
- Interest in and experience of Evaluation

Desirable experience

- Understanding of the Common Good and Catholic Social Teaching, community development, community organising
- PR and comms – including social media (Instagram, blogs, Skype, email, phone etc etc)
- Coaching and training experience
- Events organising