
Job Description

Post:	Project Manager
Responsible to:	CEO
Hours:	Full time 37.5 hours per week
Location:	South East of England, Crawley office base

Circles Network Summary

Circles Network is a UK wide voluntary organisation based in Warwickshire, renowned for building inclusive communities on the foundations of justice, advocacy, empowerment and friendships.

Working with people of any age who are isolated or at risk of isolation, this organisation has ground breaking expertise in the development of Circles of Support, Independent and Collective Advocacy, Person Centred Planning, Equine Facilitated Learning and Inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

Job Summary

It is the responsibility of the Project Manager to develop our work across the South East of England, raising the necessary funding and resources and ensuring the high quality of activity which will enable our organisation to flourish. The Project Manager will create and find new, previously unexplored areas of work as appropriate to local need for both children and adults. All work will be compliant to regulations and our own quality standards throughout the South East, in line with our values and policies, and any future arrangements with CQC, Ofsted and similar organisations. The Project Manager will support, develop and manage teams of facilitators, tutors, administrators, and support personnel in the South East, and ensure high quality and personalised support is provided. This post also covers the organising and running of our office base in Crawley, continuing to grow and develop the community inclusion work there and supporting people to participate and contribute to a wide range of learning, sharing and developmental activities.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships; a natural support network.
- All means All.

Main Duties and Responsibilities of the post are as follows:

- To lead on innovative projects ensuring that they develop and grow whilst maintaining high quality, respectful support for each individual
- To work in direct support of each individual, and where appropriate their family or carer, in collaboration with Circles Network colleagues allowing a flexible approach in line with each project's remit
- To organise leadership and confidence building programmes that empower and educate individuals
- To work directly with all other stakeholders that may include: community leaders, professional practitioners, volunteers and citizens of the area
- To empower disabled and disadvantaged people by providing a platform through which they can have their voice heard and to actively listen and clarify understanding, respecting cultural and social differences to communication
- To be accountable to the person, their family and Circles Network, and ultimately accountable to the senior team and Chief Executive Officer
- To make and maintain links with other relevant organisations making connections and contributions where appropriate at training events, meetings and conferences
- To make and maintain contact with a range of voluntary, statutory and independent agencies and individual practitioners to identify individuals willing to be involved in our work

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- To monitor and evaluate the progress of the work undertaken and ensure objectives are being achieved
 - To work as a team member drawing on the strengths and skills of other colleagues within Circles Network and sharing your own
 - The Health and Safety of each individual team member and people supported are of paramount importance. You will be expected to work within agreed guidelines and to report any concerns immediately
 - To receive supervision from the Senior Manager/CEO on a regular basis and attend team meetings.
 - To effectively run the shop at the Burgess Hill centre, ensuring its effective management. To include stock control, obtaining new stock, pricing, money handling etc.
 - As a member of the Circles Network team, you will be encouraged to be actively involved in the larger aims of the organisation, contributing in the meetings and events held regularly
 - To behave with sensitivity, confidentiality, integrity and respect for all those you come in contact with in relation to our work
 - You will be expected to work with the policies and practices (including data protection, confidentiality, safeguarding and protection of vulnerable groups policies) of the organisation
 - To provide training, support, supervision and development for all team members involved in the South East projects
 - To manage team members and ensure that the rota of support is always covered whenever possible, including covering personally if needed and ensuring a constant team of bank staff are available to be called upon
 - To seek further funding as required, extending the life of effective projects
 - To manage the paperwork, property and monitoring for the current South East projects including budgeting, invoices and rotas, as well as maintenance of the offices
 - To carry out any other duties commensurate with the post as directed by the Senior Manager and/or Chief Executive
 - To develop the provision of alternative education to young people and adults not accessing mainstream settings
 - All of our managers provide hands-on sessional work as part of their remit

Person Specification

The person specification describes the qualities that we will be looking for when selecting an applicant for the post.

Essential Criteria

- Degree level or equivalent qualification or experience in community, social work, teaching or similar
- Experience of managing teams and projects (at least one year)
- To have experience of working closely with disabled people including people with learning difficulties and/or mental health issues
- To be a reliable and responsible person who can work consistently to support individuals well. Experience in supporting others to learn and to learn to change
- Excellent presentational skills, both written and oral
- Experience of engaging and maintaining positive relationships with people in the community at all levels and good networking skills
- Excellent time management, planning and organisational skills
- Creativity, the ability to find solutions and overcome barriers with positivity and enthusiasm
- High level of IT skills, use of spreadsheets and project management tools
- Supervisory and reflective practice skills with team members that you have supported
- The ability to build and maintain a friendly and respectful working relationship with individuals and to offer support without taking control
- The ability to listen and respond to instructions, feedback and requests positively and constructively
- Skills in monitoring outcomes and maintaining high quality standards
- To have effective, assertive communication skills and the ability to communicate with people who do not speak, using the widest creative means
- Ability to work flexible hours which include evenings and weekends
- To have a full drivers licence with access to a car or a car and driver