



Job Description



Job Title:	Community Project Manager Midlands
Location:	Rugby
Hours:	37.5 Monday – Saturday
Responsible to:	Senior Manager Midlands
Key working	CEO, Senior Managers, Leadership team, Facilitators,
Relationships:	Families, the people we support, external organisations

About the organisation:

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

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with our values of inclusion at the heart of everything we deliver.

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.

Summary:

It is the responsibility of the Project Manager to develop our work across the Midlands, raising the necessary funding and resources and ensure the high quality of activity that will enable our organisation to flourish. In addition to maintaining the support we are engaged in.

The Project Manager will create and find new, previously unexplored areas of work within our community sector for both children and adults. All work will be compliant to regulations and our own quality standards throughout the Midlands, in line with our values and policies.

The Project Manager will support, develop and lead a team of Facilitators and volunteers ensuring high quality and personalised support is provided.

Main duties and responsibilities:

- Lead on innovative projects ensuring that they develop and grow whilst maintaining high quality, respectful support for each individual
- 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
- Organise leadership and confidence building programmes that empower, coach and educate individuals towards a fulfilling future.
- Work directly with all other stakeholders who may include community leaders, parents, professional practitioners, teachers, volunteers and citizens of the area
- Make and maintain links with other relevant organisations making connections and contributions where appropriate at training events, meetings and conferences
- 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
- Monitor and evaluate the progress of the work undertaken and ensure objectives are being achieved
- Work as a team member drawing on the strength and skills of other colleagues within Circles Network and sharing your own
- Ensure that the individual person receiving support has power and control over their own life to the greatest extent possible. You will guide and support processes that allow for increased possibilities for this to occur, and you will be expected to provide learning and practice opportunities in a safe and structured style in maintaining 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
- Receive supervision from the Senior Manager Midlands on a regular basis and attend team meetings. To offer coaching and supervision support and training to your team members on a six weekly basis.

- Be actively involved in the larger aims of the organisation, contributing in the meetings and events held regularly
- Behave with sensitivity, confidentiality, integrity and respect for all those you come in contact with in relation to our work
- Work with the policies and practices (including data protection, confidentiality, child safeguarding and vulnerable adults' policies) of the organisation
- Manage communication with 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
- seek further funding as required, extending the life of effective projects
- manage the administration, reporting and monitoring for the current Midlands projects including budgeting, invoices, progress reports and rotas
- Carry out any other duties commensurate with the post as directed by your line manager and/or Chief Executive

Person Specification:

Qualifications and Training:

- Degree level or level 4 and above qualification or qualified by experience in nursing, social work, teaching or similar.
- To have a full driver's license with access to a car or a car and driver.

Experience:

- Experience of managing teams (at least one year)
- To have experience of working closely with disabled and disadvantaged people including people with learning difficulties and/or mental health issues
- Experience of engaging and maintaining positive relationships with people in the community at all levels and good networking skills
- Knowledge of the voluntary sector, community development and educational establishments.
- The knowledge and use of variety of person-centred planning tools.

Personal Attributes:

Competence - to have the ability to carry out your work efficiently and effectively.

- Excellent time management and planning and organisational skills
- Skills in monitoring outcomes and maintaining high quality standards

Commitment - to show dedication and attentiveness towards those you support and the wider organisation.

- Ability to work flexible hours which include evenings and weekends
- Enthusiasm, energy and commitment for the work of the organisation.
- Pro-active and responsible attitude to working.
- Demonstrate a continual drive at personal and service improvement and growth.
- High ethical standards and commitment to quality.
- Ability to challenge leadership team when necessary.

Care and Compassion - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- Show empathy and patience when dealing with colleagues.
- Be balanced when approaching colleagues' concerns.
- Show an understanding of the values of inclusion, equal opportunities, and disability equality issues.

Communication - to be able to successfully share ideas, feelings and information.

Circles Network is a registered charity in England and Wales. (1043601) and Scotland (SC038068). A company limited by guarantee. Registered company in England and Wales (2972700) Registered Office: The Penthouse, Coventry Road, Cawston, Rugby, Warwickshire, CV23 9JP.

- The ability to listen and respond to instructions, feedback and requests positively and constructively
- To have effective, assertive communication skills and the ability to communicate with people who do not speak, using the widest creative means

Creativity - to use imagination and original ideas to support the development of your work.

- Be solutions focused and think outside the box
- Have a not one size fits all approach
- Ability to generate and be self-motivated to complete tasks.

Intuition and Self Awareness - to understand instinctively those you support and be aware of the impact you have on others.

- A willingness to learn new skills and have a growth mindset.
- Ability to relate to diverse groups of people.

Authenticity and Integrity – to be an honest and genuine person.

- Appreciation of and commitment to issues of confidentiality.
- Be an ambassador for the Circles Network values.

Connection - to show connection in your relationships.

- The ability to build and maintain a friendly and respectful working relationship with individuals and to offer support without taking control.
- An ability to effectively network and build strong and lasting relationships both internally and externally.
- Able to motivate others and use influencing and negotiating skills.