

JOB DESCRIPTION

Healthy Communities Project Manager

Job title:	Healthy Communities Project Manager
Employer:	Community Action Redbridge
Responsible to:	Healthy Communities Programme Manager
Responsible for:	TB Outreach Worker, Community Development Practitioners x 4
Place of work:	2 nd Floor, 103 Cranbrook Road, Ilford 1G1 4PU
Hours of work:	28 hours per week
Salary:	£32,044 FTE (£25,635 actual)
Contract:	Fixed-term until 31 st March 2025 with potential to extend, subject to funding

Purpose of post

- To support the development of community action
- To manage, support and develop a high-performing team
- To oversee the day-to-day operations of projects

Main responsibilities

- Support the team to map community assets
- Support the team to recruit local people to participate in the network that are representative of the community.
- Design and deliver creative, inclusive events and activities
- Identify training and opportunities to build the capacity of residents to participate in the community network.
- Establish and maintain strong working relationships with local voluntary and community groups and other partners to strengthen collaboration.
- Support the programme manager to develop and implement a pilot neighbourhood forum in Loxford ward.
- Provide line management, regular supervisions, and annual appraisals for the team.
- Prepare regular project and community insight reports for senior management and key stakeholders.
- Lead on social media content for the team.
- Develop and maintain effective tools, processes and systems for collecting, analysing, and monitoring data, supported by the Project Worker.

General duties

1. Help to ensure that Community Action Redbridge embraces diversity, challenges discrimination, and reflects the communities of Redbridge
2. Participate in your own reviews and appraisal
3. Take part in training and personal development and participate in team meetings, staff development, away days and reviews etc.
4. Be an active member of the Community Action Redbridge staff team. This will require the post holder to:-
 - Represent the organisation externally to a wide range of stakeholders

- Contribute to the development and performance of Community Action Redbridge
- Adhere to all Community Action Redbridge policies and procedures
- Actively promote the principles of equal opportunities, celebrate diversity and challenge discriminatory practice
- Undertake any other duties as required which are in line with the objectives of the post

This is a description of the job as it is presently constituted. It is the practice of Community Action Redbridge to periodically review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.

Community Action Redbridge is committed to safeguarding and promoting the welfare of children and vulnerable adults. Please note that this post is subject to a basic DBS check.

Community Action Redbridge is an equal opportunities employer. We welcome applications from all sections of the community.

PERSON SPECIFICATION
Healthy Communities Project Manager

	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • The ability to build strong working relationships with a wide range of individuals and organisations • Excellent organisational skills and attention to detail • Strong IT skills and competencies including Microsoft 365 and the ability to learn new IT skills quickly 	<ul style="list-style-type: none"> • Strong links with Redbridge communities and/or local voluntary, community and faith groups.
Experience	<ul style="list-style-type: none"> • Experience of developing, implementing, and managing projects • Previous experience of community development, engagement, and/or co-production projects supporting change in communities • Experience of line managing, supporting, and developing staff and/or volunteers • Experience of data collection and project monitoring, evaluation and reporting 	
Personal attributes	<ul style="list-style-type: none"> • Passion for and belief in the role that organisations and communities can play in creating lasting change; and the value of local voices and lived experience • A creative thinker with a positive and solution-focused approach to problem-solving • A reflective approach to work and a commitment to continuous learning and development 	
Other requirements	<ul style="list-style-type: none"> • A commitment to equal opportunities and to promoting rights, dignity and choice for all individuals, and a positive commitment to working in a multicultural area • A willingness to work flexibly, including occasional evenings and weekends by prior arrangement 	



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