



## **Anti-Tribalism Movement**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

|                  |   |
|------------------|---|
| JOB TITLE        | Project Manager   |
| SALARY:          | £15,360 inclusive   |
| HOURS OF WORK:   | 16 per week for Two years' contract, it is essential that the post holder works flexible hours to attend evening and weekends meetings. |
| ACCOUNTABLE TO:  | Operational Manager   |
| RESPONSIBLE FOR: | Project and project officer   |
| FUNDER:          | Big Lottery Fund  |

### **JOB PURPOSE**

The role of the Project Manager is to plan, execute, and finalise projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and funders in order to deliver projects according to plan. The Project Manager will also work towards the project's objectives and oversee quality control throughout its life cycle.

The key responsibility of the Project Manger is delivery of the required project deliverables, within the specified time frame, within the specified cost and to the required quality level.

### **KEY RESPONSIBILITIES**

- Estimate the resources and participants needed to achieve project goals.
- Ensure the delivery of the agreed and defined project
- Set and continually manage project expectations with project officer, volunteers and other stakeholders.
- Develop full-scale project plans and associated communications documents.

- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Manage the project from the beginning to end
- Develop best practices and tools for project execution and management.
- Create a recommendations report in order to identify successful and unsuccessful project elements.
- Coach, mentor, motivate and supervise project team members, volunteers, participants and influence them to take positive action and accountability for their assigned work.
- Undertake the monitoring and evaluations of the project.
- Liaise with managing director and operational Manager to ensure effective execution of the project.
- Work with stakeholders to share the lessons learnt from the project
- Work with providers to develop to contracts and agreements to advance the project.
- Ensure participants and wider community is engaged, involved and consult with.
- Work with employers, businesses, local authorities, charities and other stakeholders to facilitate further opportunities for young participants.
- Attend meetings regarding Lead and be Led project.
- Work with relevant staff members within the organisation to develop sustainable plan for the to continue the project by supporting further young people.

### PERSON SPECIFICATION

|                                    | <u>ESSENTIAL</u>   | <u>DESIRABLE</u>   |
|------------------------------------|--|--|
| <u>Qualifications and Training</u> | Educated to degree level   | Project management training<br><br>Project budget management   |
| <u>Experience and Skills</u>       | Minimum of 3 years' experience of project management<br><br>Good understanding of relevant policies and legal requirements<br><br>Experience of working charity sector               | Minimum of 2 years' experience of project delivery<br><br>Experience of partnership working  |
| <u>Skills and Abilities</u>        | Excellent communication and presentation skills both written and verbal<br><br>Excellent interpersonal skills<br><br>Time Management skills<br><br>Ability to work on own initiative | Ability to develop and deliver strategic plans<br><br>Ability to effect change and influence others<br><br>Ability to analyse data, both strategically and operationally |

|                         |   |   |
|-------------------------|---|---|
|                         | <p>Ability to plan, set objectives, prioritise and review performance against objectives</p> <p>Ability to manage work within contained resources</p> <p>Computer literate, including use of email, Word, Excel, PowerPoint</p> <p>Proven facilitation skills</p> <p>Team management skills</p> <p>Cost control</p> <p>Critical thinking skills</p> <p>Leadership skills</p> <p>Risk management skill</p> |   |
| <p><u>Knowledge</u></p> | <p>Understanding of third sector</p> <p>Project financial Management</p> <p>Highly self-motivated</p> <p>Flexible</p> <p>Good sense of humour</p> <p>Can do attitude</p>  | <p>Understanding of challenges that the Somali community faces.</p> <p>Understanding of working with young people</p> |

## PROJECT SCOPE

The Young Leaders 'Lead and be Led' project aims to develop 60 young Somalis (aged 16-24 from London borough of Hammersmith & Fulham, Ealing and Brent) to enhance their skills and realize their potential and also aims to enable them to be young ambassadors within their communities and enrich the lives of at least 2 young people each (aged 16- 23) using various means of support and communication that they will gain through this project. Therefore, directly reaching around 180 young people in the identified boroughs, the project aims to develop core skills and attributes needed in today's society which emphasizes on social and emotional competencies, including self awareness

collaboration, empathy, relationship-building and the ability to lead through authenticity rather than by authority. Through the 'Lead and be led' programme, 60 young Somalis (aged 16-24) will be trained directly by SOAS University of London and Sukoon Training Consultancy. A comprehensive training programme will be running over a period of 18 months, 6 months at each location. Following on from the training, each participant will be expected to reach out to at least 2 other young people within their existing network. They will be guided and instructed during the training and given the tools and methods of how and what they need to lead on. This could range from sharing the learning via social media or blogs, by giving one-to-one support and coaching or even facilitating a workshop via the Anti-Tribalism Movement's House or other venues. The key point being that they are 'leaders' at local level as well as having been 'led' by our training and facilitation.

Training workshops will cover the following topics to achieve project outcomes:

- Confidence building
- Presentation skills
- Decision Participation- Importance of being part of the decision making process
- Participating in the democratic process
- Developing leadership and management skills
- Problem solving skills
- Decision making, event management and project management skills.
- CV building & impressing potential employers
- Active Citizenship
- Employers workshops- what employers are looking for
- Presenting with confidence and articulating your answers

The Young Leaders 'Lead and be led' project aims to deliver the project from August 2017 to August 2019, giving each cohort a 6 months of trainings and 6 months of mentoring other young people as well as placing them into further opportunities. The trainings will run for 3 hours with 15 sessions of trainings for each group. Some training sessions will take place during the evenings to ensure that we do not disturb young people's education and other commitments.

Please send your latest CV and a cover letter explaining your suitability for this role to [info@theatm.org](mailto:info@theatm.org) by **31<sup>st</sup> July 2017**.

More information regarding the work of Anti-Tribalism Movement and our current programs, please visit [www.theatm.org](http://www.theatm.org)

## Anti-Tribalism Movement