

Job Description

Position: Project Manager - STAND (Strength Together Age Network Development)

36 months Fixed Term Contract

£27,000 Pro Rata, 0.6 FTE (3 Days per week)

Reports to: Programme and Partnerships Manager

Overall Job Purpose:

- To co-ordinate and lead the STAND project from start to completion
- To build a best practice guide for intergenerational linking that reflects the needs and hopes of older and younger people in a post-pandemic landscape
- Work with community groups to develop training and activity that expands understanding of intergenerational practice
- To develop two Intergenerational Linking Networks – one in Bristol and one in North Somerset – bringing Youth and Community organisations and care homes together
- To produce a programme of intergenerational linking pilots and bring learning together to disseminate with others.

Main duties and responsibilities:

- Recruit community groups to participate in the project
- Recruit and lead intergenerational steering group to lead on co-design of services
- Oversee the design and delivery of intergenerational linking training for youth, community, and older people's organisations
- Recruit and manage facilitators, artists and collaborators for the project
- Produce intergenerational linking pilots, monitoring and evaluating engagement and keeping a learning log
- Monitor and evaluate the pilots using appropriate evaluation tools and share our learning throughout the intergenerational linking networks as appropriate
- Hold regular project management meetings with relevant staff and external partners and produce progress reports as required
- Work with the Communications Officer to develop marketing material and social media content
- Utilise relevant performance and evaluation tools to monitor, measure and report on the impact of the projects
- Work with the Alive finance team to manage the project budget, keeping accurate records of expenditure
- Make recommendations on lessons learned from pilots and on how successful projects can be extended or turned into regular services.

Person specification

Experience:

Essential:

- Experience of writing and facilitating training sessions or lessons
- Experience of producing participatory projects
- Experience of working with and booking workshop facilitators and practitioners
- Developing, managing and coordinating projects successfully
- Understanding the principles and practices of intergenerational linking
- Working with any one or more of the following groups/settings: Older people, community groups, carers, young people.

Desirable:

- Working in the voluntary sector in either a projects, services, marketing or business development role
- Producing appealing promotional communications
- Working with underrepresented groups in Bristol or North Somerset
- Participatory Arts Management / Producing Experience.

Skills and Knowledge:

Essential:

- Knowledge around older people's services
- Skills in facilitating groups, ensuring every member has the chance to be involved
- Great relationship builder with strong inter-personal skills
- Excellent record-keeping and budget management skills
- Ability to establish good working relationships with staff, management, volunteers, family members and local communities
- Ability to multi-task, prioritise and take the initiative to solve problems
- Strong organisational skills, with attention to detail
- Ability to work independently, proactively and under own initiative
- Excellent written and verbal communication skills and phone manner
- Computer literate and familiar with using common Office (365) programmes

Desirable:

- Knowledge around youth work
- Knowledge around creativity and participatory practice
- Project management qualification or course attendance
- Training qualification or course attendance

Personal attributes:

Essential:

- A self-starter, able to work independently on their own initiative, and as part of a team
- Organised and able to multi-task in a busy open plan office
- Creative thinker who can develop new ideas and turn them into action
- Passionate about improving the lives of vulnerable older people
- Flexible and adaptable

- Positive and enthusiastic outlook
- Friendly and approachable team player
- Ability to create a warm, safe, welcoming environment and foster positive relationships for older and young people alike

Other requirements:

Essential:

- To have the ability and willingness to travel across Bristol and North Somerset without relying on public transport.

Desirable

- Portable online DBS (enhanced disclosure)

Terms and Conditions of employment

Salary: Up to £27,000 p.a. pro rata depending on experience, plus pension. Salaries are paid monthly in arrears and reviewed annually.

Conditions of employment: This is a fixed term role on 3 days per week (0.6 FTE) over 36 months. We work a 7.5-hour day. Annual holiday allowance is 25 days plus Bank Holidays pro rata.

Freelance training opportunities may be available with Alive on top of this work, delivering Alive core training to care homes and carers. This will be dependent on training bookings and paid at Alive's usual freelance rate.

Location: Alive is based at the Create Centre, Smeaton Road, Bristol BS1 6XN. The role will require regular travel around Bristol and the surrounding areas and this will require your own transport.

Training: You will be encouraged to attend Alive sessions on a regular basis in order to understand and communicate what we do more effectively.

Please note: This job description is for guidance. Employees are expected to be flexible and co-operative and to undertake additional duties as required.