



Job Description

Position: Innovation and Partnerships Manager
0.63 days (although could be increased depending on experience)
£32,000 - £36,000 Per Annum based on experience

Reports to: CEO

This is a key role with an adventurous and dynamic charity. You will be joining at a crucial time and will have considerable room to be creative in your delivery. You will play a fundamental role in delivering existing high quality services and interventions whilst developing new and creative projects.

Overall Job Purpose:

- To work with the CEO to achieve Alive's aims of improving the lives of older people and their carers
- To oversee a team of project managers delivering a range of projects, across intergenerational, co-design, technological and cultural delivery
- To look for innovative ideas for project development – using creativity, technology, arts
- To work with the Trusts and Grants Officer to prepare bids and project proposals based on the finding of projects
- To run co production exercises and analyse evaluation data to continually improve Alive's projects and services
- To support the volunteer coordinator in the management of volunteers
- To be part of Alive's senior management team and contribute to the strategic and operational decisions of the charity
- Oversee budgets and finances of projects and liaise with Finance Manager when needed.

Main duties and responsibilities:

- Oversee a projects team. This may shrink or expand based on project funding
- To manage projects if and when required
- To oversee and coordinate evaluation and learning from all projects and services within the programme into an annual impact report
- Work with the marketing department to ensure the website is up to date and projects are promoted when needed
- Keep up to date with the sector and ensure Alive's work is informed by the wider world
- Recommend funding pots to the trusts and grants officer and work with them and project staff to produce suitable projects. Draw up project budgets and project plans to be delivered by the team of project managers
- Support project staff in the development of project idea

- Develop relationships with external partner organisations
- Be the lead on research projects, developing and expanding on current relationships with universities and other organisations
- Support the CEO in HR and personnel management and recruitment.

Person specification:

Experience

Essential:

- Creating, developing, managing, and coordinating projects successfully
- Experience of working in the care sector or with vulnerable adults in the community
- Experience of working on creative programmes in the arts or community sectors or with technology
- Experience of managing evaluations of projects and services
- Management of a team of staff
- Experience of contributing towards organisational policies and strategic plans
- Management of restricted funding budgets
- Planning and writing project proposals for funding bids
- Public speaking and representing an organisation at conferences and meetings

Desirable:

- Direct experience of the care sector, either personal or professional
- Experience of working with freelancers to create high quality visual assets
- Experience of volunteer coordination.

Skills and Knowledge:

Essential:

- Understanding the principles and practices of providing person-centred, co-produced and accessible services
- 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
- Good understanding of computer and technology hardware.

Desirable:

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- Project management qualification or course attendance
- Experience of service design and co-production principles
- Familiar with Adobe Creative Suite
- Understanding of website management using WordPress
- Experience working with University Research Projects
- Knowledge of volunteer management

Personal attributes

Essential:

- Passionate about improving the lives of vulnerable older people
- A compassionate leader who can nurture a close, hardworking, creative team
- Analytical thinker who can help with long term strategic planning
- Creative thinker who can develop new ideas and turn them into action
- Good public speaker able to represent Alive at conferences and in strategic meetings
- 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
- 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:**

- Willingness to travel across the area covered by the projects
- Willingness to travel nationally as the role requires
- Willingness to take a DBS check

Desirable

- Portable online DBS (enhanced disclosure)

Terms and Conditions of employment

Salary: £32,000 to £36,000 p.a. pro rata depending on experience, plus pension. Salaries are paid monthly in arrears and reviewed annually.

Conditions of employment: This is a permanent role on 3 days per week (1 FTE). We work a 7.5-hour day. Annual holiday allowance is 25 days plus Bank Holidays pro rata. Some occasional evening and weekend work may be required.

Location: Alive is based at the Create Centre, Smeaton Road, Bristol BS1 6XN. Some occasional travel will be required as part of the role. You will be able to work from home for part of the week.

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

The closing date for applications is 5pm 7th November 2024 with interviews being held 14/15 November and second interviews 21/22 November.

Please send in your CV with a covering letter detailing why you match the job description and would like to work for Alive. Please send your information in to info@aliveactivities.org by 5pm 7th November. If you would like any further information or for an informal chat, please call the CEO, Isobel Jones on 0117 377 4756 or email info@aliveactivities.org

