

## Job Description Project Manager

HOURS:	29.6 hours; permanent
SALARY GRADE:	Family Action Grade 3 Points 24-28
DEPARTMENT:	Durham Young Carers Project
LOCATION:	County Durham
REPORTS TO:	Operations Manager
FUNCTION:	To manage and lead the work of the County Durham Family Action Young Carers provision. You will ensure that the project is delivered in accordance with the service level agreements and grant funding requirements. As Project Manager, you will ensure all policy and practice issues are maintained to the highest standards.

### MAIN RESPONSIBILITIES

1. Work in partnership with local statutory and community services including Social Care, Health, Education and local community services and effectively negotiate and promote the interests of young carers.
2. To establish and maintain effective liaison with stakeholders, attending meetings when necessary.
3. Responsible for the line management and coordination of the staff team, including recruitment and selection.
4. Required to prepare regular data reports and delivery updates to funders, users and a management group.
5. Take responsibility for developing assets to ensure that the promotion and identification of young carers is active and achieves positive outcomes across County Durham.

6. To work across internal departments to ensure that the local project delivery, systems and process' are aligned with our national organisational expectations.
7. To oversee financial accounts ensuring that budgets and accounts are monitored, discrepancies are identified and rectified.
8. To ensure that safe working practices are followed across delivery and functions.
9. To work flexibly as required by the needs of the service and carry out any other reasonable duties as required.
10. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
11. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect the health and safety and welfare of themselves and others.
12. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
13. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being people focused
  - b) Reflecting a 'can do' approach
  - c) Striving for excellence in everything we do
  - d) Having mutual respect for everyone we work with, work for and support through our services.

## **Person Specification**

### **Project Manager**

1. Educated to level 5 or above in social work, health, education or equivalent, and evidence of a commitment to continuing learning and professional development.

2. Proven supervisory experience or competence of managing others and evidence of providing effective leadership.
3. Proven experience of the management of resources including finance.
4. Experience of planning and evaluation at a project level.
5. Skills and aptitude for building and maintaining relationships with colleagues, partners and stakeholders.
6. Robust knowledge of relevant legislation key to promoting the welfare of children, young people and their families and experience of risk management.
7. Proven experience of implementing outcome based intervention models with complex families where there are multiple needs.
8. Demonstrable experience in monitoring data and writing clear and accurate reports.
9. Strong communication skills and the ability to delegate effectively.
10. Sound IT skills and experience in a broad range of service user recording systems.
11. The ability to work flexibly as required with an expectation of some out of hours work and travel.
12. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being people focused
  - b) Reflecting a 'can do' approach
  - c) Striving for excellence in everything we do
  - d) Having mutual respect for everyone we work with, work for and support through our services