

**JOB PROFILE**

<b>POST:</b>	Project Manager
<b>SALARY:</b>	£30,984 - £32,798
<b>HOURS:</b>	35 per week to include evenings to 7pm and weekend work
<b>LINE MANAGER</b>	Head of Service
<b>RESPONSIBLE FOR:</b>	Project co-ordination a team of staff, volunteers and trainees
<b>DURATION:</b>	Permanent, subject to funding
<b>LOCATION</b>	Pankhurst Centre / City View House/Refuges as required

**JOB PURPOSE:**

The post holder will manage the project team providing supervision and case management for team members. Ensuring the project fulfils its targets, performance indicators, and outcomes. Accountable for embedding PIE principles/and trauma informed approaches into the culture of the service. They will line manage staff/ volunteers and trainees and ensure service delivery to quality accredited standards.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Provide effective line management to team members including recruiting manager duties, absence management and supervision.
2. Work with the Monitoring and Evaluation Co-ordinator to monitor the outputs and outcomes of the service against contractual and internal targets taking remedial action when required.
3. Work with the Finance Manager to ensure the project delivers within budget taking remedial action when required and identify areas where spend may be re-allocated if necessary.
4. Support the organisation's complaints procedure by leading investigations where appropriate and implementing action plans for service improvement where necessary.
5. Maintain awareness of vulnerable adult and child protection processes, supporting staff to know when and how to report any such safeguarding issues as a matter of urgency.
6. Contribute to written reports (including monitoring reports for funders) and client updates that are appropriate to the audience for which they are written that succinctly present and appraise options and make clear recommendations for action.
7. Support co-production of PTMWA services by facilitating Voices Groups and encouraging participation to develop relevant and meaningful services.

**GENERAL:**

1. To identify own training and development needs and participate in all training courses relevant to PTMWA's commitment to providing high quality services
2. To always work with due regard to all the policies and procedures of PTMWA, both operational and non-operational, and participate in their development and amendment where required

3. To be mobile and work across all areas of the city as required

**OTHER:**

- This post has been assessed and confirmed as open to women only under the Equality Act 2010, schedule 9, part 1
- This post is subject to an enhanced DBS check which will be carried out immediately on completion of a job offer being made and again every 3 years. Failure to engage in the completion of the relevant DBS application may result in the job offer being withdrawn.

This job description attempts to cover the main duties of the post but is not intended to provide an exhaustive list of tasks. The postholder is therefore expected to undertake any other reasonable duties within the scope of the role as specified by their line manager.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSED</b>
<b>EDUCATION/QUALIFICATION</b>		
A line management qualification, e.g. ILM, or recent relevant experience.	<b>D</b>	Application form/Interview
<b>EXPERIENCE</b>		
Recent significant experience of undertaking direct work with vulnerable people including experience of working with people affected by domestic abuse in a 1:1 or group setting	<b>D</b>	Application Form/ Interview
An understanding of risk assessments, needs assessments and support planning.	<b>D</b>	Application Form/ Interview
Experience of delivering a service that meets funders outcomes and accredited standards	<b>E</b>	Application Form/ Interview
Experience of line managing staff and/ or volunteers	<b>D</b>	Application Form/ Interview
<b>KNOWLEDGE AND UNDERSTANDING</b>		
An excellent level of understanding of the impact of domestic abuse on individuals and families.	<b>D</b>	Application Form/ Interview
An understanding of the principles of psychologically informed environments and trauma informed practice how these are embedded in practice.	<b>D</b>	Application Form/ Interview
<b>SKILLS AND ABILITIES</b>		
Ability to develop effective relationships with professionals and partner agencies	<b>E</b>	Application Form/ Interview
Ability to effectively manage staff and volunteers across multiple sites	<b>E</b>	Application Form/ Interview
Ability to effectively communicate with a range of people who may have language and communication barriers	<b>E</b>	Application Form/ Interview
Ability to prepare and present reports in a professional, concise and meaningful manner.	<b>E</b>	Application Form/ Interview
<b>OTHER</b>		

**MANCHESTER  
WOMEN'S  
AID**

Commitment to equal opportunities and anti-discriminatory practice.	<b>E</b>	Application Form/ Interview
Willingness to undertake training and a commitment to continuous personal development.	<b>E</b>	Application Form
Willingness to work flexibly and able to travel to different sites and venues.	<b>E</b>	Application Form

<b>POST HOLDER SIGNATURE:</b>		<b>DATE:</b>	
<b>LINE MANAGER SIGNATURE:</b>		<b>DATE:</b>	