**Job Description and Person Specification**

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| Job title | Project Director (Innovation & Consultancy) |
| Salary | circa £26,000  |
| Location | Nutgrove Villa, Huyton, Knowsley |
| Hours of Work | 37.5 Monday – Friday with flexibility to meet the requirements of the role. Part-time and job share will be considered. |
| Accountable to | Chief Operating Officer |

**Knowsley CVS**

Knowsley CVS is the infrastructure support organisation for the voluntary, community, faith and social enterprise sector in the borough of Knowsley, Merseyside.

Knowsley CVS has a vision of a resilient, sustainable and vibrant Social Sector which is collaborative and self – supporting.

* Strategic partners in innovation and structural reform
* Advocates for social justice and the Knowsley Social Sector
* Catalyst for innovation and campaigners for change

We aim to push forward the conditions in which our 800+ Sector Organisations deliver their social missions.

**Job Function**

Lead the delivery of the organisations integrated business plan;

* Provide leadership to bring the Social Sector & key stakeholders together to innovate to tackle social inequality
* Identify opportunities across Social Sector activity and be able to link them together to create shared cross sector visions and action to realise “The Art of the Possible”
* Inspire the motivation, creativity, drive and imagination needed to make things happen
* To enable the delivery of the membership offer, building the membership through support, development and partnership activity

**Key Requirements**

* Experience of developing collaborative social action projects and programmes with stakeholders
* Strong consultancy, influencing and negotiating skills
* Strong problem solving skills
* Ability to monitor and evaluate project specific activity within outcomes based frameworks
* Knowledge of sustainable income models for the Social Sector with evidenced practical experience and proven success
* Ability to manage a diverse workload whilst maintaining quality and meeting deadlines
* Creative commercial acumen

**Key Responsibilities**

* Build upon Social Sector & key stakeholder assets and capacities
* Identify and secure resources to enable well-resourced delivery of the functions of the role, including bid writing, fundraising, tender submissions and resource proposals
* Provide technical knowledge, expertise and leadership in appropriate delivery governance arrangements
* Identify and develop strong trust based working relationships with the Knowsley Social Sector to facilitate self-help within the sector / helping the sector to share knowledge and resources effectively
* Deliver high quality communications to promote activity within the role, including but not limited to website and social media
* Maintain accurate records that underpin the quality assurance and performance management frameworks of the organisation and delivery of project specific activities.
* Project management skills across the development, delivery and evaluation of project activity
* Pro-actively explore cross sector stakeholder opportunities and connections, link them up and create action harnessing a vision of what is possible whilst enabling the creativity and imagination needed to get there

**Person Specification**

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| **Requirements** | **Essential and desirable criteria & assessment** |
| **Education and Qualifications** |
| Qualified by experience and / or Educated to Degree level with comparable combination of education and experience | E |  | Application |
| **Experience** |
| Extensive proven track record in the design, development and delivery of diverse and innovative social action projects & programmes with local stakeholders | E |  | Application / Presentation / Interview |
| Strong consultancy, influencing and negotiating skills | E |  | Application / Interview |
| Knowledge of Social Sector governance arrangements |  | D | Application / Interview |
| **Skills, knowledge and abilities** |
| Technical knowledge and “know how” to drive innovative social action with and across the local sector whilst building local sector capacity | E |  | Application / Presentation / Interview |
| Skills in researching, analysing statistics and writing reports and proposals to Social Sector investors with demonstrable experience of writing successful funding applications and resource sourcing | E |  | Application / Interview |
| Experience and expertise in public health |  | D | Application |
| Practical knowledge and experience of evaluation frameworks relevant to Social Sector organisations and collaborations | E |  | Application / Interview |
| Ability to relate to people from a wide range of backgrounds and to engage with target groups | E |  | Application / Interview |
| Willing to be accountable to others with the ability to strive for continuous improvement by seeking and sharing feedback appropriately and respectfully, whilst performing at their best | E |  | Application / Interview |
| Knowledge of Knowsley, its demography, geography, structures, assets and challenges |  | D | Application |
| IT literate and competent to include the use of multi-media channels and platforms | E |  | Application / Interview |
| Excellent written and verbal presentation skills  | E |  | Presentation  |
| Organisation, planning and administration skills | E |  | Application |
| **Motivation** |
| Sincerity, patience, tact and the ability to earn the trust of others | E |  | Interview |
| Strikingly positive attitude and integrity | E |  | Interview |
| Passionate about finding solutions and solving problems with others and learning from every experience  | E |  | Presentation |
| Can simultaneously manage a diverse workload with competing challenges and timeframes | E |  | Application / Interview |
| Ability to be flexible to meet the demands of the role | E |  | Application |
| Current clean driving license and car owner |  | D | Application |

**General**

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

**Confidentiality**

The post-holder must maintain the confidentiality of all information and records relating to the work of Knowsley CVS, in accordance with the organisation’s procedures and policies.

**Hours of Work**

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Knowsley CVS policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

**Pension**

A Pension scheme is in operation and Knowsley CVS contributes 3% on behalf of all employees who have opted to join the scheme.

**Annual Leave & Public Holidays**

The annual leave entitlement is 25 days leave plus normal Bank & Public Holidays. This increases by one day per year up to a maximum of 30 days leave. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

**Travel & Other Expenses**

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Knowsley CVS Expenses Claim Form.

**Equal Opportunities**

Knowsley CVS is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment.

**Disability Confident Employer**

Knowsley CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.

Knowsley CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal operational base where unimpaired access to such premises cannot be guaranteed.

**What we mean by disability**

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview**

The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply**

If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

**Additional information to all candidates**

Thank you for your interest in joining the team at Knowsley CVS. If you have not heard from us within 1 week of the closing date, you have not been shortlisted on this occasion. Unfortunately we are unable to provide feedback to applicants who do not progress to interview.

**Closing Date: 12 noon Tuesday 8th August 2017**

**Interview Date: Friday 11th August 2017**

**Please note invitations for interview will be made on Wednesday 9th August 2017**