



Plaistow South Big Local

Vacancy – Community Manager - Plaistow South Big Local

About Plaistow South Big Local (PSBL)

We are recruiting a Community Manager to lead the delivery of our plan and staff in the Big Local area of South Plaistow. This is one of 150 areas across England to receive £1m of funding over 10 years from the Big Lottery to make an area an even better place to live. Plaistow South Big Local (PSBL) is the resident-led Big Local Partnership whose aim is to bring together the local talent, ambitions, skills and energy from individuals, groups and local organisations to achieve this and to make a massive and lasting positive difference to their communities.

We have a local Steering Group for PSBL who are the decision-making group responsible for the community plan and budget in Plaistow South, which is located in Newham in East London.

The four programme outcomes for Big Local are:

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to live.

You can find out more at www.localtrust.org.uk and at <https://www.plaistowsouthbiglocal.org.uk/about-psbl/>

Rights and Equalities in Newham (REIN) has been appointed the local trusted organisation for PSBL, to support the resident-led Big Local Partnership who will drive the development and delivery of the programme. Big Local workers are employees of REIN and their programme of work is shaped by the priorities within the Community Plan, they are line managed by REIN and report to the PSBL Steering Group.

Job Description

Job Title:	Community Manager
Remuneration:	£35,000 full time equivalent + 3% contribution to recognised pension scheme
Contract term:	Fixed Term for 2 years (with potential for extension, subject to funding)
Hours:	Up to 4 days per week - with flexibility if required including job share. (some evening and weekend commitments).
Responsible to:	CEO of REIN and also reports to PSBL Steering Group
Responsible for:	Line management of PSBL staff (x3)
Employed by:	Rights and Equalities in Newham (REIN) on behalf of PSBL
Work base:	Office base provided within the REIN head office at 478 Barking Road, London E13 8QB, or within the PSBL area.
Annual Leave:	25 days per annum pro rata.

Purpose of the Job

To support the development, delivery, operation, management and evaluation of Big Local initiatives and projects in Plaistow South. To ensure activities are delivered on-time, within scope and within budget. To ensure that local residents have the opportunity to engage with PSBL. To provide support to the PSBL Steering Group and to line manage and lead the staff team.

Main Tasks and Responsibilities

1. Project and staff management

- Lead on the implementation of the PSBL Plan and associated budget, and work within these as agreed.
- Lead and provide line management for PSBL staff.
- Prepare and monitor work plans with staff team according to objectives agreed by the PSBL Steering Group.
- Work with the line manager to identify and agree relevant learning and development for all staff.
- Monitor and evaluate project performance and risks using appropriate tools and techniques.
- Develop and/or manage office systems in relation to finance, time-keeping, planning, ICT, HR, communications and evaluation.

2. Strategic Partnerships

- Work with stakeholders, local authorities and agencies, and other potential partner organisations.

3. Support PSBL Steering Group and Big Local programme

- Provide support to the Steering Group, including drafting agendas, minutes of meetings, and communications on its behalf.
- Support the Steering Group to manage Big Local projects, ensuring technical feasibility and reporting to the Steering Group regularly, be able to present and keep proper records of reports or other work undertaken.
- Liaise with representatives from Local Trust (Big Local), keeping informed about Big Local systems, expectations and opportunities, communicating these to the Steering Group and attending networking/learning events as appropriate.
- Adhere to and promote Big Local ethos and values and REIN's policies and procedures, and all relevant legislation (including health & safety, GDPR, safeguarding and equalities).

4. Legacy and sustainability

- Support the Steering Group to develop and implement their legacy plans post Big Local funding.
- Identify funding opportunities and draft funding applications as directed by the Steering Group to supplement PSBL's Big Local funds in pursuance of its objectives, working with partner individuals and agencies where appropriate.

5. Administrative

- Report on work undertaken and planned to the line manager in regular supervision sessions.

Undertake other duties commensurate with the purpose of the post as directed by the line manager or the Steering Group.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good written and oral communication skills; ability to communicate effectively with a wide range of people • Strong leadership and motivational skills • Ability to organise workload • Be a strategic thinker and develop/implement strategic or business plans • Computer literate and extensive working knowledge of Microsoft Office, including Word, Excel and PowerPoint • Ability to produce legible and accessible reports and briefings, for both internal and external audiences • Ability to work effectively as part of a team and to be inclusive • Flexible and innovative approach to work 	<ul style="list-style-type: none"> • Income generation and fundraising • Marketing and communications, in particular managing social media and other digital platforms • Ability to understand and improve financial controls and reporting processes and to scrutinise financial reports

	<ul style="list-style-type: none"> • Ability to work under pressure and handle multiple priorities 	
Experience	<ul style="list-style-type: none"> • Proven track record of project management • Line management and recruitment of staff and volunteers • Experience of successful community development and/or engagement work within a culturally diverse community • Experience managing budgets and reporting on finances • Experience of working within the voluntary or community sector in the UK • Experience of collaborative working • Working within an equal opportunities framework • Preparing and presenting reports to Steering Groups, funders and others 	<ul style="list-style-type: none"> • Previous experience working in Big Local areas or with the Big Local programme • Experience managing websites and using digital tools to engage groups whose voices are seldom heard • Experience working on issues that are a priority to PSBL (these include youth, green spaces, money issues, older people, health and well-being and community arts)
Abilities and Attitude	<ul style="list-style-type: none"> • Ability to work unsupervised and as part of a team • Willing to take initiative and to work within a resident-led framework • Positive attitude, open to new ways of working and willingness to learn about the Plaistow South community • Ability to travel locally and regionally 	
Qualifications		<ul style="list-style-type: none"> • Qualification equivalent to an undergraduate degree in the social sciences, business or relevant field
Knowledge	<ul style="list-style-type: none"> • Good practice in project management, community development, monitoring and evaluation • Understanding of issues and difficulties faced when addressing community need and engaging a culturally diverse community • Awareness of current digital trends that can be used to support community engagement 	<ul style="list-style-type: none"> • Knowledge of the Plaistow South Community • Expertise in any of the priority issue areas listed above

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@plaistowsouthbiglocal.org.uk.

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