



Description & Person Specification

Project Manager

(Secondments welcome)

- Salary:** up to £35,000 pa full time equivalent, dependent upon experience
- Hours:** 22.5 hours per week (over 3 days)
- Duration:** 18 months (with the potential for extension)
- Location:** Swale CVS, Central House, Central Avenue, Sittingbourne, ME10 4NU and weekly time at Medway Voluntary Action (MVA), 5a New Road Avenue, Chatham ME4 6BB
- Reports to:** The Consortium of the Swale Voluntary Alliance

Summary of Role

To project manage, coordinate and lead on the delivery of a suite of services designed to support, strengthen and bring together the voluntary and community sector across Swale. The post holder will also work closely with the Medway and Swale Social Prescribing Systems Project Manager.

Duties & Responsibilities

- With the support of Swale Voluntary Alliance (SVA) create and manage a collaborative partnership of VCSE organisations, representative of the diversity of the sector within the geography of Swale
- To ensure the effective coordination of services designed to enable organisations to share resources and develop new initiatives e.g. through an Interactive Resource Hub
- To enable and facilitate formal and informal networking opportunities both locally and strategically.
- To put mechanisms in place to ensure that organisations of all sizes across the whole of the Borough have a voice that is heard and listened to
- To support the sector to identify its training and development needs and identify opportunities to coordinate the provision of those opportunities to the sector
- To develop and coordinate the provision of opportunities for improved access to funding opportunities e.g. through MVA's Funding Club
- To build capacity within the VCSE sector in Swale to enable organisations to be able to better manage and plan for financial wellbeing
- To build effective relationships and communication channels with public sector partners
- To co-create a shared vision of the future with the sector
- Access support from SVA to replicate existing good practice and systems as appropriate.
- To identify gaps in VCS services in Swale



Person Specification

Essential

- Voluntary sector experience within a senior capacity
- A good understanding of the voluntary sector within Swale
- Confident and approachable
- Excellent written and verbal communication skills
- A commitment to equal opportunities, diversity and inclusion
- Experience of planning and coordinating projects to a successful outcome
- Experience of reporting
- Able to travel independently
- A flexible working style

Desirable

- A good knowledge of local strategic partnerships and their influence
- Financial management
- Understanding of training needs
- Knowledge of the local funding environment
- Training experience and a knowledge of group dynamics