

Job Title:	Positive People Project Manager (Active Plus)
Location:	Head Office Base in Truro, working across South East and Mid Cornwall
Salary banding:	£28,000 - £30,000
Contract type:	Full time 37.5 hours per week, Monday-Friday Fixed term contract until November/December 2019
Responsible to:	Business Development Manager/Managing Director (tbc)

Main Purpose of Job:

Positive People is part of the national Building Better Opportunities programme which is funded by Big Lottery and European Social Fund and aims to help people who are unemployed and economically inactive to overcome their barriers to participation in work, training and education. Pluss are the Lead Partner

As Project Manager, you will be responsible and accountable for Active Plus delivery in the Coast to Coast and South East Cornwall Positive People Projects. This includes ensuring the quality, accuracy and relevance of the participant-facing delivery in each area and also the achievement of each Projects Targets, Results, Outcomes and Financial Spend. You will be responsible for project Compliance and be the lead point of contact with the Pluss Contract Manager and Partnership Manager.

You will line manage 2 Change Coach Managers, a Project Support Officer and a specialist support team of wounded, injured and sick military veterans who deliver courses and activities to support participant engagement, recruitment, motivation, confidence and employability.

You will promote and represent the Projects at strategic and practitioner level, ensuring that Active Plus plays its part in the successful delivery of the Projects. You will have a strong track record of effective performance management at individual, team and Project level.

Key relationships:

Internal	External
<ul style="list-style-type: none"> Active Plus Senior Management Team Active Plus Finance Manager Coast to Coast and South East Cornwall delivery teams Active Plus Office Manager 	<ul style="list-style-type: none"> Pluss Project Management Team Pluss Bureau Other Positive People delivery partners Strategic and Referral organisations e.g. Jobcentres, Local Authority, NHS, Housing Associations, Voluntary and Community sector organisations

	<ul style="list-style-type: none"> • Local employers • Project participants
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Main Duties and Responsibilities:

- Lead, manage and support the Positive People Coast to Coast and South and East Teams to deliver a high-quality service that meets the needs and aspirations of participants
- Ensure all activity, paperwork and financial spend is compliant with ESF, Big Lottery and Pluss guidance, identifying areas for internal improvement and external challenge/clarification
- Actively manage the Project targets – outputs, results and outcomes; monitoring achievement against profile on a monthly basis, sharing ideas and practice across teams (including practice and ideas gained from other Projects within Active Plus) and making improvement plans as needed
- Regularly review caseload management with Change Coach leads, supporting them/their teams through case-conferencing of individuals where needed; identifying the need to procure additional support
- Effectively deploy the Specialist Support Team to enable project delivery including the engagement, recruitment and progression of Active Plus participants and where needed, specialist support for other Project partners
- Ensure the timely and accurate use of the Pluss Customer Management System so that project activity is recorded accurately and compliantly
- Utilise the project budget in a way that supports the achievement of project targets and the participant journey. This includes the identification and compliant procurement of additional support and activities
- Complete monthly and quarterly returns for Pluss, liaising with the Active Plus Finance Manager regarding the financial claim. Produce monthly updates for the Active Plus Senior Management Team and Board of Directors, highlighting achievements, areas for improvement, risk and mitigation.
- Undertake regular people-performance reviews with direct reports, monitoring the quality, relevance and accuracy of their work; ensure that they do the same for their own reports
- Positively promote the Project and its funders at all times, building constructive relationships with local partners and organisations at strategic and practitioner level
- Represent Active Plus at Project and other relevant meetings, acting as an ambassador for the organisation
- Keep up to date with all project training, guidance and support tools, ensuring that the delivery team are also fully aware of their responsibilities
- Ensure that data protection guidelines are followed at all times

This post is funded by the European Social Fund and the Big Lottery Fund

Person specification

Skills, knowledge and experience		
Essential	Desirable	How identified
Extensive experience of managing programmes/projects to achieve results and outcomes	Experience of managing ESF delivery	CV Personal statement Interview
Extensive line management experience	Experience of objective setting and individual performance management	CV Personal statement Interview
Experience of Performance Monitoring, Performance Improvement and Risk Management	Contract Management Experience	CV Personal statement Interview
Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	Experience of European Social Fund or grant funded delivery	CV Personal statement
Experience of building effective partnerships at strategic and delivery level	Procurement experience	CV Personal statement Interview
Ability to communicate with a wide range of audiences.		Personal statement Interview
Experience of implementing and leading back to work programmes	Knowledge of the local labour market and current opportunities available for employment and training	CV Personal statement Interview
A knowledge and understanding of the challenges faced by wounded, injured or sick military veterans.	Experience of the armed forces or of working with organisations who support the armed forces.	CV Personal statement Interview
Sound knowledge of the Microsoft Office suite.	ECDL qualification or similar. Use of bespoke data-bases/CMS	CV
Current clean driving licence and access to a vehicle for business use		

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

Application Process



Please send:

1. CV of no more than 2 sides of A4 demonstrating fit against roles and responsibilities of the post
2. A personal statement outlining your suitability against each of the essential criteria in the person specification

to: laura@activeplus.org.uk

by: 5pm Sunday 11th March 2018