



ACTIVE PLUS

VETERANS INSPIRING PEOPLE

Job Title:	Who Dares Works Delivery Manager
Location:	Truro, Cornwall
Salary banding:	£25,000 - £27,000
Contract type:	Full time 37.5 hours per week (Monday – Friday) Fixed term contract until March 2023
Responsible to:	Managing Director
Supervisory responsibility for:	Lead Instructors, Instructors, Engagement Lead

Main Purpose of Job:

Working on the Who Dares Works project you will be part of and responsible for a team of wounded, injured, sick and retired military veterans who are inspiring people to make positive change in their lives. You will be responsible for the delivery of Active Plus confidence and motivation courses, moving on sessions, supporting your team to achieve its contribution to Project targets and outcomes and meeting all of the compliance and administrative procedures as determined by the Who Dares Works Project Management Team.

Who Dares Works is part of the national Building Better Opportunities programme which is funded by The National Lottery Community Fund and European Social Fund aims to help people who are unemployed and economically inactive to overcome their barriers to participation in work, training and education. Who Dares Works is a partnership of 17 organisations and is managed by Active Plus as the Lead Partner.

Key relationships:

Internal	External
Active Plus Managing Director	Who Dares Works Mentor (delivered by Pentreath and We Are With You)
Active Plus Who Dares Project Manager	Who Dares Works Coproduction partner (CHAOS)
Active Plus Course Instructors	All other Who Dares Works delivery partners and other organisations that can support participants
Active Plus Engagement Lead	Referral organisations e.g. Jobcentres, Social Prescription Link Workers, Housing Associations, Voluntary and Community sector organisations
Active Plus Who Dares Works Performance and Quality Manager, Compliance and Finance Manager and Project Support Officers	Project participants
	Local employers



Main Duties and Responsibilities:

- Manage the Who Dares Works delivery team to achieve the Project targets and outcomes, working within the ethos of the Who Dares Works Charter, delivering high standards of administration and compliance.
- Ensure the effective delivery of the Active Plus Confidence and Motivation courses, so that participants are motivated, inspired and ready to take the next steps. This includes accurate completion of paperwork and eligibility checks, consistently high standards of delivery, ensuring each participant leaves the course with a named mentor and positive attitude to their next steps.
- Engage, identify and recruit eligible participants into the Project (through liaison with referral partners, attending events and promotional activities).
- Build and maintain effective relationships with Who Dares Works mentors to ensure a positive and seamless experience for participants.
- Identify participants needs, goals and next steps, working alongside Who Dares Works mentors to ensure that those needs are met effectively.
- Encourage participants to get involved in Project coproduction activity (delivered by CHAOS) so that participants can have an effective role in the development, evaluation and management of the project.
- Develop and maintain effective relationships with Who dares Works partner delivery staff, building a good knowledge of the specialist support and work related activity on offer within the Who Dares Works partnership.
- Develop and maintain effective relationships with other partner organisations, building a good knowledge of the specialist support and work-related activity on offer that adds value to Who Dares Works delivery.
- Attend project related meetings e.g. Project Delivery Board, Mentor Meetings
- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from the Project Management Team members as appropriate
- Ensure that all participant paperwork and staff expenses claims are fully completed on time and that participant paperwork is treated confidentially
- Complete quarterly project narratives and other reports, returning them in accordance with the deadlines set.



Person specification

Skills, knowledge and experience		
Essential	Desirable	How identified
Experience of developing and managing successful teams. Including direct-line management responsibility	Leadership and management qualification	CV Personal statement Interview
Experience of effective working within a partnership to achieve mutual targets.	Knowledge of the local labour market and current opportunities available for employment and training.	CV Personal statement Interview
Ability to communicate with a wide range of audiences.		Personal statement Interview
Good working knowledge of the full Microsoft Office suite.	ECDL qualification or similar.	CV
Experience of coaching, mentoring and supporting participants to achieve their goals.	IAG, teaching or coaching qualification.	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
Experience of working to strict deadlines whilst ensuring that all work is effective and compliant.	Experience of running or delivering grant funded projects.	CV Personal statement
Current clean driving licence and access to a vehicle for business use.		

Application process:

Closing date: Midnight Sunday 18th April

Interview date: w/c April 26th

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

Please send applications to Jodie@activeplus.org.uk