

JOB DESCRIPTION

Job title:	Project Manager
Project (s):	Kumbukumbu ('Memories') & Jamii 2.
Work base:	Cardiff (Agile Working)
Pay scale:	£36,648.00 per annum pro rata (Actual £18,324.00 per annum based on 18.75hrs per week)
Report to:	Chief Executive (CEO)
Responsible For:	Project Management of Jamii 2 and Kumbukumbu Projects.
Contracted hours of work:	18.75hours per week
Holiday entitlement:	28 days plus Bank Holidays pro rata
Term of contract:	Fixed Term contract up to 30th June 2025, subject to Funding.

BACKGROUND TO SUB-SAHARA ADVISORY PANEL (SSAP)

Sub-Sahara Advisory Panel was formed in 2009 when a number of African diaspora groups in Wales met to consider how they might collectively advance their common interest in local and International Development. We are not an organisation representing African Diaspora communities in Wales but one that seeks to utilise skills, capacity and knowledge found within Welsh African diaspora communities for the benefit of all. We want to bring our lived experiences and provide reality check to the charity sector as well as advocating for diaspora for development. We do this by implementing development initiatives in Wales and across Sub-Saharan Africa. See www.ssap.org.uk for more information.

PROJECTS BACKGROUND

Jamii 2 project aim to bring about positive health-based changes for African diaspora communities in Wales following Covid-19 to support and improve Wales Diaspora community mental health and wellbeing both physically and mentally) and reduce social exclusion. Kumbukumbu ('Memories') Project aims to provide a structural renewal of heritage, going beyond the sharing of diverse histories, to explore WHO are the storytellers and HOW stories are communicated. This project provides a focus specifically to Welsh-African heritage, with an inclusive definition of 'African' that includes all those with a lived or ancestral link to the continent.

JOB SUMMARY

Working closely with specific project workers and CEO, you will lead on developing and managing Kumbukumbu and Jamii 2 programmes, projects, activities, its staff and events. The Project Manager will work with the Project Workers and SSAP CEO embed the use of good project management principles across all aspects of our work at SSAP. The post holder will also use excellent project management to facilitate the effective delivery of Kumbukumbu ('Memories') and Jamii 2 Projects.

Main Duties & Key Responsibilities

- Project Manager will work alongside the SSAP CEO to provide line management to specific project officers and coordinators.
- The worker will be responsible for ensuring that a high standard of project delivery is provided to community including partnership building and working.
- Maintain and develop relationships among key partner organizations, local communities, beneficiaries, and host steering group meetings to develop new ideas and plans to progress and enhance the project, building communication and providing regular feedback to the project workers and support any necessary improvements.
- Work with the CEO and Finance Officer to develop project budgets and manage ongoing programme and monitoring project spending to ensure they are delivered as agreed within set budgets and timescales.
- Research, implement and monitor programme and project plans, liaising with collaborators, partners, the community and project beneficiaries.
- Produce reports to ensure that relevant stakeholders are fully and consistently informed and updated about the progress of projects including relevant funders.
- Determine and monitor the human and physical resources needed for the projects and ensure that they are available at the appropriate time.
- Work in conjunction with the Communication Coordinator and Project workers to ensure effective marketing and publicity for the projects.
- Day to day project and People management, including relevant project staff, Contractors, Volunteers, and project risk assessments.
- Attend events, projects, and meetings on behalf of SSAP, where appropriate.
- Prepare and submit prompt reports, planning documents and information required by funders or other relevant stakeholders with regards to service level agreements and any other contractual/grant funded obligations.
- Ensure appropriate systems are in place for monitoring information required by funders and to ensure that all contracted staff are fully briefed as to their responsibilities in respect of monitoring information.
- Maintain and update internal databases in order that data integrity is maintained, and information is consistent across the data platforms.
- Monitor and assess available funding opportunities, and work alongside the CEO to submit funding applications and tender submissions.
- Develop new partnerships across Wales and Africa Diaspora communities to maximize existing and potential funding/tender opportunities.

General Responsibilities:

- Ensure a high standard of professional conduct in dealing with other services and members.
- To Ensure good joint working practices are established and maintained with relevant agencies.
- Provide assistance to lead and support practice development within the team and will provide coaching and mentoring to team members.
- To play a key role in adopting a proactive approach to achieving a positive, engaging, and promotional and relationship building role with SSAP stakeholders, therefore expected to network with the aim of enhancing the development of good practice for all workers and Projects beneficiaries.
- To work alongside the CEO to maintain procedures and systems relating to work of SSAP.
- To ensure the effective operation, sharing responsibility for the day-to-day running of the project delivery and SSAP.
- Responsible for providing staff supervisions, support with any issues affecting successful project delivery.
- Responsible for preparing and maintaining up to date projects monitoring plans and ensure the provision of high-quality project delivery.
- To attend meetings with other staff as required.
- To attend regular supervision sessions with Line Manager or Supervisor.
- To maintain confidentiality in all matter relating to the organisation.
- To develop skills in all other areas of relevance to SSAP operation in order to allow for sharing and inter-changing of staff roles.
- Agree and provide reasonable cover for the team during periods of absence.
- To attend appropriate training when required.
- To participate in the recruitment and selection of SSAP Staff, Volunteers and Placements.

- To perform other relevant minor or non-recurring duties that may be needed from time to time.
- To work at all times as part of a team and to liaise closely with the Manager in carrying out the above duties.
- To ensure at all times that the projects service standards are properly monitored and adhered to.

FLEXIBILITY CLAUSE

In order to deliver services effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of current duties and responsibilities for the post. The post is subject to available funding. This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

CONFIDENTIALITY – CLAUSE

All staff, Contractors, Management Committee members and volunteers have a duty of confidentiality to SSAP, which exist in Common Law. SSAP has a duty to maintain strict confidentiality in relation to information and the whereabouts of its users and keep safe and secure all information given to its staff, Management Committee members and volunteers in the course of their duties. This applies not only during the course of employment, contract or volunteering but also after termination of employment or volunteering. This confidentiality clause covers such matters as knowledge of SSAP business, information on our users, business contacts and policies & procedures. Staff, Contractors, Management Committee members and Volunteers may not disclose or use for another Organisation or individual benefit any confidential information that she has or continues to require. All papers and records are the property of SSAP and must not be removed from the premises. All staff, Contractors, Management Committee members and volunteers must sign SSAP confidentiality clause. Any breach of this clause will result in summary dismissal and may result in a claim from SSAP for any damage or loss, which SSAP may suffer.

EQUAL OPPORTUNITIES POLICY

To be responsible for carrying out, implementing and the monitoring of SSAP's Equal Opportunity Policy.

REHABILITATION OF OFFENDERS ACT 1974

The post for which you have applied is exempt from the rehabilitation of Offenders Act 1974 by virtue of the rehabilitation of Offenders Act 1975. You are therefore required to complete the declaration and questionnaire enclosed with this pack. Successful candidates will be required to undertake an Enhanced DBS (Disclosure and Barring Service) check.

SSAP STAFF PERSON SPECIFICATION FORM

Requirement of Applicants: The person appointed must fulfil the following requirements or have the potential to do so quickly through available training

POST: Project Manager

Any element with (D) next to it indicate that is DESIRABLE Only

REQUIREMENTS	ESSENTIALS	IDENTIFIED
1. EDUCATION	• Bachelor's Degree in a relevant area would be an advantage. • Able to grasp ideas and concepts easily.	Application & Certificates
2. EXPERIENCE	• Experience of successfully carrying out project review, monitoring and evaluation. • Experience (paid or unpaid) of managing resources and of managing people / direct supervision of paid workers or volunteers in a team structure. • Experience in managing multiple projects. • Experience of coordinating, planning and prioritising work in a women's group, community or voluntary organisation. • Experience of developing, delivering, and evaluating integrated communications activities. • Experience of working with sensitive issues especially with people from African communities. (D) • Experience working in arts and culture, communications, or marketing roles. • Experience of working on research on complex and sensitive issues. • Commitment to enabling and facilitating a wide range of minority communities and individuals in Wales to engage in advocacy work on various projects. • Experience of producing reports and high-level communications. • Experience of working globally with people from different cultural backgrounds (D) • Experience of working in the Charity sector with an understanding of the Articles of Association and UK Charity Commission. • Experience of significant and successful fund raising including the preparation of bids, tenders, and grant applications. • Experience of working with African communities (or other minority communities). • Experience of managing projects with multiple stakeholders. • A commitment to diversity and inclusivity and non-discriminatory practice. • A commitment and understanding of the importance of diaspora for development.	Application, Interview & reference
3. SKILLS, KNOWLEDGE, ABILITIES	• Excellent written communications skills, with the proven ability to write engaging copy for a range of channels and audiences. • Effective influencing and persuading skills. • Knowledge and understanding of all aspects of social media activity and experience of delivering this for an organisation. • Ability to work proactively using own initiative, prioritise work and meet deadlines, with well-developed time management skills and attention to detail. • Excellent interpersonal skills with the ability to communicate and negotiate with a wide range of people at all levels internally and externally. • Ability to work on own initiative and plan work within the context of an agreed project strategy and agreed priorities. • Commitment and understanding of the importance of diaspora for development. • Excellent administrative skills including maintenance of appropriate and accurate records, analysis, and reporting. • Ability to manage budgets. • Awareness of sensitivity to cross cultural needs and differences and ability to manage situations sensitively. • Ability to speak and write other Languages will be an advantage. • Ability to work unsociable hour.	Application, Interview & reference

4. ATTRIBUTES	• Flexible and adaptable to change, • Motivated and well organized, • Empathy, • Good interpersonal skills. • Discreet.	Interview and reference check
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