

Job Description and Person Specification Profile

Job Title	Project Manager Crisis and Resilience Fund (CRF)
Job ID	NH07
Service	Cultural and Customer Services
Grade	I
Reporting to	Welfare Rights and Poverty Prevention Manager

The Role

The postholder will be pivotal in the development of the Crisis and Resilience Fund (CRF) programme of delivery which will provide support low-income households who encounter a financial shock and to support activity that builds individual and community financial resilience. The post holder will be responsible for reporting on all of the delivery outcomes.

This role will work closely with the VCFSE sector, external partners, internal departments and with the DWP to continually develop the CRF. The postholder will develop a clear understanding of the local welfare landscape in Tameside, developing strong community and internal partnerships. They will identify gaps and make recommendations for CRF delivery. This role will evolve throughout the contract period to ensure that local priorities are represented and funding is well utilised locally, with demonstrable outcomes.

Main Duties and Responsibilities include:

- The post will be leading on CRF delivery, covering all outcomes to ensure funding is utilised with outputs & outcomes monitored and working closely with internal departments, external partners the VCFSE sector and the DWP.
- To provide effective day-to-day leadership and management of the staff within the Unit (as allocated).
- To develop partnerships between VCFSE organisations, Tameside Council and other partner organisations in the borough, and develop joint processes as required.
- To develop relationships between VCFSE providers, as procured, and local stakeholders.
- To deliver and support continuous improvement in the Unit's and the Authority's service delivery and customer focus.
- To develop and implement effective and innovative programmes of work that support the Council's CRF priorities, providing effective support or leadership to relevant working groups.
- To be aware of issues and developments which affect the CRF delivery in the Unit or the Authority and take appropriate action.
- To ensure that the Unit's CRF work is appropriately and effectively communicated to internal and external audiences and that all monitoring and reporting required by DWP is completed and returned within any timeframes set.
- To provide robust advice to the Head of Cultural and Customer Services, Welfare Rights and Poverty Prevention Manager and officers and Elected Members across the authority on CRF matters.

- To assist in ensuring that Tameside is at the forefront of good practice in relation to key CRF issues.
- To build good working relationships with representatives from partner organisations, this will include a range of sectors including VCFSE, Childrens, Adults, Employment and Skills and Education.
- To examine and develop any appropriate opportunities for securing additional external resources.
- To implement the Council's Equality and Health and Safety policies.
- To undertake such job related duties as may be required from time to time, which are commensurate with the grade of the post.
- To deal fairly and openly with colleagues at all times.

About You

Your essential skills, knowledge and experience

- Degree level qualification
- Extensive experience of leading strategic work in a large, complex organisation
- Evidence of a successful track record in achieving significant improvements or positive cultural change within any given agenda
- Evidence of leading a range of projects to successful completion
- Experience of designing new policy and strategy, from inception to implementation
- Experience of collaborating successfully with partners on joint projects
- Experience of leading / holding significant high-profile events
- Strong understanding of current issues in local government relating to the local welfare and poverty agenda at both a local and national level
- Ability to communicate, both written and orally, to a wide variety of audiences including Senior Officers, Elected Members and local residents
- Strong intellectual and analytical capacity, with the ability to communicate the results of such analysis
- Planning, organisation and co-ordination skills – proven ability to prioritise
- A positive attitude to change
- Motivation and drive to deliver high quality results
- Ability to problem solve in an expedient manner
- Excellent negotiation and persuasion skills
- Innovator who works constructively under pressure
- Commitment to the principles underpinning equality and democracy
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

If you have the following experience or qualifications – then that’s great!

- A project management qualification, such as APM, PRINCE2 or PMP.
- Experience of procurement/commissioning services
- Experience of staff management
- Experience of financial management
- Budget Management skills

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

