

# **Brent Association for Voluntary Action**

## **Job Description**

<b>JOB TITLE</b>	<b>Project Manager (Resource Centre)</b>
<b>EMPLOYER</b>	Brent Association for Voluntary Action
<b>LOCATION</b>	Willesden, NW10.
<b>ACCOUNTABLE TO</b>	Chief Executive
<b>HOURS OF WORK</b>	35 hours per week, including some evening and weekend work
<b>SALARY</b>	Circa £35,000
<b>CONDITIONS OF SERVICE</b>	30 Months Fixed Term Contract

### **OVERALL PURPOSE OF JOB:**

The Brent Voluntary Sector Resource Centre is an exciting new project in the Borough which will revolutionise the work of new and emerging groups particularly those from seldom heard communities such as Travellers and Refugees. It will provide a central location for the Brent VSC for advice, information, and other services such as a library, shared photocopying and flexible meeting areas at a very cost-effective rate. It will also increase VCOs access to accommodation, and enhance collaboration, alliances and sharing of services under one roof. The Project Manager (Resource Centre) will lead the implementation of this project and manage the early days of the Centre.

### **MAIN AREAS OF RESPONSIBILITY**

#### **1 Develop plans for the centre**

- a. Draw up a Business Plan for the centre including a detailed rationale for it, numbers served, costings and the risk analysis.
- b. Create a detailed implementation plan with SMART targets and defined milestones for achieving them.
- c. Consider and make recommendations for the most appropriate legal structure of the body controlling the Brent Voluntary Centre Resource Sector.
- d. Work with professional partners such as Architects and Quantity Surveyors to create a detailed cost plan, floor plans etc.

- e. Work with relevant authorities (such as the Fire Service and Local Authority Planning Department) to ensure that all legal and safety requirements are met.
- f. Create a plan for the ongoing running of the centre. This includes staff and resources required, marketing the centre etc.

## **2 Funding the centre**

- a. Develop a fundraising plan including sources where finance may be gained. We anticipate at this early stage that approximately £1 million might be required.
- b. Manage and carry out the capital fundraising required for the centre including contacting potential donors and writing funding bids
- c. Manage and carry out any fundraising required for start up revenue and management costs of the centre
- d. Work with the Chief Executive and Finance Officer to ensure that the funds are held and spent appropriately.
- e. Carry out ongoing liaison with donors and write funding reports to them as necessary.

## **3 Setting up the centre**

- a. Manage the fitting out of the centre. In particular purchase and manage the installation of necessary equipment and resources.
- b. Organise the shared services (such as library, photocopiers etc) provided by the Resource Centre.
- c. Ensure that the centre is available and ready to use on time and within budget.

## **4 Marketing the Centre**

- a. Create detailed contracts for voluntary sector organisations wishing to use the centre
- b. Marketing the centre to potential tenants through established mechanisms such as the BrAVA newsletter and website.

## **5 Managing the Centre**

Lead the early use of the centre including organising activities such as security, cleaning, maintenance etc.

## **6 Liaising with stakeholders**

Extensively consult with stakeholders in the voluntary and statutory sectors (including senior staff at Brent Council) to ensure all needs are met

## 7 Supporting charities

Whilst the centre is being developed, build a database of potential local rental opportunities and market this to local charities needing office space.

## 8 Monitoring

- a. Ensure that records are maintained for the use of all services and develop and implement appropriate methods of evaluation.
- b. Assist with the evaluation reports required by the Big Lottery Fund.

## 9 General

- a. To work occasional weekends and evenings.
- b. To work within BrAVA's Equal Opportunities Framework, taking positive action where necessary and adhere to other BrAVA policies.
- c. To ensure with other staff, that BrAVA fulfils the conditions of its grant.
- d. To be self servicing with regard to administration.
- e. To undertake any other duties as required which are in line with the post

### PROJECT MANAGER (RESOURCE CENTRE) PERSON SPECIFICATION

<b>EXPERIENCE</b>	<b>Evidenced – Application form / Interview</b>
1. A minimum of two years' experience in or with voluntary organisations and community groups.	<b>App/Int</b>
2. Substantial experience in project management, working with stakeholders, and gaining resources.	<b>App/Int</b>
3. Substantial experience in developing capital projects.	<b>App/Int</b>
<b>KNOWLEDGE</b>	
4. An understanding of Project Management techniques including developing project plans with milestones.	<b>App/Int</b>
5. A full understanding of the process of developing capital build projects including budget development, legal requirements etc.	<b>App/Int</b>
6. Knowledge of working with capital project professionals such as Quantity Surveyors and Architects.	<b>App/Int</b>
7. A full understanding of fundraising and writing successful bids	<b>App/Int</b>
8. Knowledge of drawing up tenancy contracts and other agreements	<b>App/Int</b>
9. Experience of fitting out and purchasing resources for capital projects on time and to budget	<b>App/Int</b>

10. A full knowledge of developing budgets, keeping to them, and accounting for them to relevant stakeholders.	<b>App/Int</b>
11. An understanding of the value of working in an equal opportunity framework, and a commitment to implementing equal opportunities.	<b>App/Int</b>
<b>SKILLS AND ABILITIES</b>	
12. An ability to speak at meetings, make representations, including written reports and fundraising applications.	<b>App/Int</b>
13. An ability to work on own initiative, plan and manage own workload and set and meet targets and deadlines.	<b>App/Int</b>
14. An ability to liaise and negotiate sensitively, tactfully and diplomatically at all levels.	<b>App/Int</b>
15. An ability to work constructively within a team.	<b>App/Int</b>
16. An ability to work flexible hours, involving occasional evenings and weekends.	<b>App/Int</b>