**Community Action Blackburn**

**Person Specification for Project Manager**

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| **1. WORK CONTEXT**  The focus of the role is in the community of Blackburn. CAB have a full-time Community Development Worker based at the Blackburn Partnership Centre. Board meetings are taking place in person again at the Centre. The Project Manager will be able to book rooms in the Centre as required, but the majority of their work will be carried out at home/online. There may be travel across West Lothian to attend meetings as working practices change during Covid-19, with the requirement for travel across Scotland on an occasional basis.  The post is for 21 hours per week, the successful candidate will require to be flexible with regard to the hours worked, as evening and occasional weekend work are essential for effective community engagement. |

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| **2. AUTONOMY AND DECISION-MAKING**  Planning and Review meetings with the Board of Directors to agree work plan and priorities. Involvement in Board meetings to provide financial updates & support decision-making processes.  The Project Manager will be responsible for organising their work plans and daily task management. |

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| **3. COMMUNICATIONS** Internal Excellent verbal and written communications required to report on progress against work plan and budgets **External** Excellent verbal and written communications required with:   * Staff, Volunteers and Board members * Strategic partners at a local and national level, both voluntary and statutory organisations. * Community based groups, assisting and supporting members in addressing concerns regarding community life issues ultimately leading to improved health, family life, knowledge, confidence, skills, opportunities, environment, safety and a reduction in anti-social behaviour. * The community of Blackburn * Key partners and stakeholders within Blackburn and West Lothian. * Politicians and policy makers * Local Community Regeneration Officer * Alcohol and Drug Partnership * Local Licensing Board * Academic partners * Funders |

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| **4. KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED FOR THE POST**  **Essential skills and experience**   * + Excellent time management skills, ability to organise and plan own workload   + Excellent analytical and report writing skills   + Excellent negotiation and formal presentation skills   + Experience of the management and development of staff and volunteers   + Experience of submitting funding applications   + Proficiency in the use of Microsoft Office and e-technology   + At least 2 years experience of working at a strategic level with a range of partners   + At least 2 years experience of inter-agency working in a community setting   + Experience of organising events, meetings and conferences   + Experience of budgetary management   + Experience of monitoring and evaluation   + Knowledge of current policy and practices affecting communities   + Understanding and experience of using a community development approach   + Committed to equal opportunities and non - discriminatory practices   + Own transport and clean full driving licence.   **Desirable skills and experience**   * Experience of research methods and techniques * Experience of social media/website development |