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**JOB DESCRIPTION**

**JOB TITLE: Community Projects Manager (Equality)**

**RESPONSIBLE TO:** Chief Executive

**LOCATION:** Stockton on Tees

**SALARY:** £35,646

**CATALYST STOCKTON:**

Catalyst is the charity that supports other charities in Stockton-on-Tees.

We work with a wide variety of organisations in Stockton-on-Tees, to find innovative solutions that help them to continually improve and thrive. We offer a range of specialist support, strategic operations and a commitment to push forward the conditions in which our VCSE colleagues operate.

**JOB DESCRIPTION:**

The Community Projects Manager is responsible for:

* Managing externally-funded projects which work to help reduce inequalities across the Borough.
* Leading on elements of the multi-agency Stockton-on-Tees Volunteering Strategy, where outcomes contribute to reducing inequalities with a focus on holistic health related inequalities.
* Managing staff who co-ordinate delivery of multi-agency volunteering projects, often with a range of VCSE partners, including the private sector.

The role is funded until end March 2026 and is subject to change of specific projects/ areas or work managed as best fits the needs of the business. Projects currently under this role include:

**Reducing Inequalities:** A project which aims to contribute to reducing health inequalities across the Borough, through extensive work with partner organisations and communities, including Stockton-on-Tees Borough Council’s Fairer Stockton Team. Support includes linking organisations and individuals, support for those looking to set up or develop VCSE organisations and community groups and assistance to identify funding opportunities.

This Project also includes the distribution of funding to partner organisations.

**Social Lights:** A volunteer-led service, which places volunteer buddies with adults who experience barriers to accessing community-based activities and support. Clients for this service are referred through Stockton-on-Tees Borough Council social workers.

**Link the Way:** A new project which looks to place volunteer buddies with clients of social prescribers to support them to engage with a range of activities and support.

**Corporate Social Responsibility/ Social Value Project:** An exciting project which brings together the private/ business community, public and VCSE sectors. By helping match support from the private sector, both financial and volunteering time with charities and VCSE sector organisations in creative and meaningful ways.

The role includes networking at senior level with partners in the sector, commissioners in public and charitable sector organisations, and regular contact with the Catalyst Board. You will need to achieve support and buy-in to a joined-up approach to these programmes across a range of organisations. You will line-manage members of Catalyst staff whose role is to deliver these programmes.

**TASKS & RESPONSIBILITIES**

* Oversee the delivery of the Reducing Inequalities programme, including management of disbursement funds.
* Represent Catalyst and the VCSE sector at strategic level meetings, groups and networking events across the Borough.
* Work strategically with Stockton-on-Tees Borough Council on the delivery of activities and services designed to reduce health inequalities across Stockton-on-Tees.
* Develop strong working relationships with colleagues across the VCSE sector in Stockton, and in local public sector bodies and private sector organisations often at senior level.
* Support other Catalyst staff to manage the Stockton Volunteers website.
* Work with colleagues to deliver the annual Volunteers’ Market event.
* Manage Catalyst staff whose primary role is to manage volunteers and/or deliver the Reducing Inequalities programme.
* Produce regular monitoring reports to the Catalyst Board, and to others as necessary.
* Budget management
* Support in writing and producing marketing content for publications and web/ social media.
* Contribute to the work of Catalyst as appropriate.
* Deputise for the Chief Executive when they are unavailable to manage the organisation, represent the sector at decision-making meetings, or advise Catalyst’s Trustees.
* Attend Catalyst team meetings and organisational initiatives.
* Undertake any other duties as appropriate and within the post holder’s capabilities.
* Have responsibility for one’s own health and safety in accordance with Catalyst health and safety policy.

**MANAGING SELF**

* + Participate in regular supervision.
  + Attend all mandatory training.
  + Comply with all policies, procedures and protocols.
  + Pay regard to materials and equipment.
  + Carry out duties with due regard to the Catalyst’s policies, including (but not limited to) Equality and Diversity, Health and Safety and Data Security.
  + Seek advice and support from the CEO and other colleagues whenever necessary.

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| **Job title: Community Projects Manager** | | | |
| **Location/base: Stockton-on-Tees** | | | |
| Job purpose: The Community Projects Manager is responsible for the implementation of the reducing inequalities programme, across the VCSE sector in Stockton. The role also involves contributing to the strategic co-ordination of volunteer services for the Borough, including working with the private sector on corporate social responsibility. | | | |
| **Attributes** | **Essential criteria** | **Desirable criteria** | **How Identified** |
| **QUALIFICATIONS** | * GCSE passes in Maths and English * Driving licence | * Degree | Application Form |
| EXPERIENCE | * Working with senior colleagues from various sectors * Partnership/collaborative working and of building relationships across a variety of organisations * Working in a staff management role in a Voluntary Community Social Enterprise (VCSE) setting * Experience of managing budgets and disbursement funds | * Developing strategies for joint-working with the support of partner organisations * Experience of data collection and using tools to measure the impact of services | Application Form  Interview |
| **KNOWLEDGE** | * Extensive knowledge of VCSE Sector and its role in supporting communities * The demands of working to outcomes set by funders * The importance of maintaining confidentiality and experience working in this way |  | Application form  Interview |
| **SKILLS** | * Ability to prioritise workload and adjust to the needs of the service. * Critical Thinking & Problem Solving * Ability to communicate effectively, both verbally and in writing, with people, community groups, partner agencies and stakeholders * Confident in using Microsoft Packages – Word, Outlook, Databases and Excel | * Ability to use online resources including Canva, survey monkey and mail chimp. | Application form  Interview |
| **ATTITUDE/APPROACH** | * Have good interpersonal skills and ability to work as part of a team * Adaptability and a willingness to be flexible to meet the needs of the organisation. * Proactive attitude and able to use own initiative |  | Application form  Interview |
| **PHYSICAL** | * Can travel to external meetings ad hoc and have use of a vehicle for work |  |  |
| **GENERAL** | * Catalyst requires all its staff and prospective employees to carry out duties in line with all policies and procedures |  | Application Form  Interview |