

The Community Brain

JOB DESCRIPTION

JOB TITLE: Project Manager – SHEDx

REPORTING

1. RESPONSIBLE TO: The Community Brain Director leading on the SHEDx Project
 2. IMPORTANT FUNCTIONAL RELATIONSHIPS: Greater London Authority, Royal Borough of Kingston upon Thames (RBK), Kingston University, Kingston College, Heritage Lottery Fund, local schools and volunteers
 3. OFFICE: Primarily working from home/ remotely, with availability to meet regularly in Tolworth / Surbiton
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THE PROJECT – SHEDx

The SHEDx project encompasses a range of activities to activate, energise and engage the local community of Tolworth into taking ownership of the area's unused and green spaces, helping to define and improve the future of their town. SHEDx is a GLA funded project and is supported by the Royal Borough of Kingston upon Thames, Kingston University and Kingston College.

The project comprises a variety of elements including:

- The design, building and touring of two mobile sheds (themed 'Green' and 'Ideas') to engage with the community across the local area
- A green infrastructure audit that enables the repurposing and enhancement of various spaces in the area, including the planting of bee, insect and butterfly friendly plants
- Planting and greening new cycle routes
- Acquisition of an empty shop in the area to be utilised as a sustainable community space and kitchen
- An exciting programme of music, arts and cultural activity.

SHEDx also has scope to adapt along the way to respond to the desires, needs and ideas of the local community. *(See attached full project overview for more detail)*

PROJECT DURATION: October 2018 – March 2020

PROJECT MANAGER TIME COMMITMENT: 2.5 days per week

REMUNERATION: £200 per day

PROJECT TEAM: The Community Brain SHEDx team is made up of a board of Directors, a Project Manager and two Project Coordinators. The Community Brain and the SHEDx team are primarily responsible for the delivery of the SHEDx project.

The role will involve working closely with a number of services teams from Kingston Council who are a project partner, as well as the GLA (project sponsor/funder).

SHEDx project partners:

MAIN PURPOSE OF PROJECT MANAGER ROLE:

- 1) To develop and deliver the existing project plan for The Community Brain's GLA-funded and Royal Borough of Kingston Upon Thames-supported project SHEDx.
- 2) To successfully direct and manage the day-to-day work of the project i.e. ensuring the agreed specification is deployed and delivered on the agreed date for the agreed cost.
- 3) To manage two Project Coordinators and a team of volunteers working across the various project elements, ensuring they achieve their objectives and develop and expand their skill base and confidence in working on similar projects in the future.

MAIN RESPONSIBILITIES/DUTIES OF PROJECT MANGER ROLE:

1. Being the primary contact and lead for all project staff, volunteers, stakeholders, the community and the public, maintaining open and positive relationships with all.
2. Developing and delivering the most suitable path for the project's success, ensuring appropriate resource deployment and communicating this to the Director and project partners.
3. Managing the day to day budget of the project, alongside the Director.
4. Ensuring sufficient data and feedback is collected and collated at all stages of the project, from pre-delivery to completion to provide comprehensive monitoring, reporting and evaluation of the project, in keeping with all legal requirements e.g. GDPR.
5. Identifying issues or risks affecting the project, and using your initiative to lead on and coordinate mitigating action to minimise their likelihood/ impact.
6. Coordinating the activities of participants, stakeholders and suppliers participating in the project and ensuring that an understanding of deliverables, deadlines, costs and responsibilities remain aligned across all organisations and partners participating in the project.
7. Producing and publicising information for partners and the public regarding the project's progress in an engaging manner.
8. Maintaining an up-to-date project plan to an appropriate level of detail.
9. Attending and contributing to various management meetings at agreed times.
10. Adopting a flexible approach to working patterns in order to meet the demands of the post; this role will require some evening and weekend work as per the schedule of events and community engagement activities
11. Delivering reports and feedback required by funders for the duration of the project.

SHEDx project partners:

SKILLS AND EXPERIENCE REQUIRED:

- At least three years of experience in a project manager capacity
- Experience of working with communities and volunteers
- Strong communication and organisational skills
- Ability to identify community ambitions and work with partners to realise their potential
- A passion for people, communities and the urban environment
- A sufficiently flexible approach to management for changing direction and adapting based on community responses
- Strong budget and financial management skills
- Strong evaluation skills
- Experience of working on projects across multiple partners and stakeholders including business, Voluntary and Charitable Organisations (VCOs), charities, community groups, local authorities and education institutions

SKILLS AND EXPERIENCE DESIRED:

- Knowledge and interest in Tolworth and the surrounding area
- A keen interest in environmental issues and green spaces
- Experience of working in changing communities

APPLICATION DEADLINES

Deadline – **Wednesday 26th September**

Interviews – **Week Commencing 1st October**

ADDITIONAL INFORMATION

Job Descriptions for the Events Project Coordinator (already appointed) and Green and Urban Environment Project Coordinator (applications open) are available from the links below to help candidates understand the two roles they will be responsible for managing.

[Events and Engagement Project Coordinator](#)

[Green and Urban Environment Project Coordinator](#)

SHEDx project partners: