

Job Description: Project Manager, Connect Hear NI
Funded by the National Lottery

Post	Project Manager, Connect Hear NI
Location	Initially home based. Post will require extensive travel throughout Northern Ireland and occasional travel to other areas of the UK for staff and volunteer meetings
Salary	£23,340 (pro rata, based on 35 hours pw)
Tenure	Permanent
Hours	Initially 3 days (21 hours) per week, to be worked flexibly including some evenings and weekends. Additional hours may be available within 6 months, up to max 4 days (28 hours) per week.
Reporting to	Northern Ireland Manager
Line management responsibility for	Technical Support Advisor, Connect Hear NI
Principal Networks	Volunteers; people with hearing loss and their families; voluntary, community, statutory, political and commercial sectors in Northern Ireland; other UK wide Hearing Link volunteers and staff
MAIN PURPOSE OF JOB	To manage and co-ordinate all aspects of Hearing Link's Connect Hear NI Project, working closely with a volunteer led NI Project Team

PRIMARY RESPONSIBILITIES

Hearing Link's Connect Hear NI Project is funded by the National Lottery and is subject to the terms and conditions of the grant. The Project Manager will work closely with the Northern Ireland Manager in overseeing the delivery of this Project. Key aspects of the role include the following:

- to establish a volunteer led Connect Hear NI Project Team, working closely with the core team of volunteers currently supporting Hearing Link in NI
- to develop and grow Hearing Link's volunteer network in all 5 NI Health and Social Care Trust areas

-
- to co-ordinate all Project activities ensuring effective support for people with hearing loss, their family and friends and increased awareness raising of the issues around hearing loss
 - to maintain and develop effective community and volunteer relationships ensuring the sustainable delivery of Hearing Link services throughout Northern Ireland

Volunteer engagement

- Work closely with local volunteers to establish and support a volunteer led NI Project Team to guide all Project activities
- Work closely with UK Volunteer Co-ordinator to support the recruitment and induction of local volunteers in all 5 Health and Social Care Trust areas
- Develop a local volunteer induction and development programme in partnership with an external organisation
- Help facilitate volunteer training and development events
- Support regular volunteer communications and ensure volunteers have a professional and friendly point of contact within the staff team
- Liaise with the UK Volunteer Working Group to ensure Project developments are consistent and fully integrated with the Hearing Link Volunteer Strategy
- Ensure best practice volunteering standards are met at all times
- Identify and promote local opportunities to acknowledge the value of Hearing Link volunteers and demonstrate appreciation for individual and/or collective contributions

Peer led support activities

- Working under the three themes identified within the Connect Hear NI Project (Start Hear, Meet Hear, Learn Hear), co-ordinate peer led support activities to ensure people affected by hearing loss can participate fully and confidently in all aspects of life
- Help empower volunteers and beneficiaries to raise awareness of the issues around hearing loss in NI to positively influence the delivery of goods and services and the development of local government policies

Relationship building

- Maintain and develop positive relationships across all sectors and help raise the profile of Hearing Link in Northern Ireland
- Co-ordinate and develop volunteer engagement in face-to-face relationship building with local groups and organisations
- Engage effectively with external agencies to build effective partnerships that will help sustain and strengthen the delivery of peer led support activities
- Engage effectively with funder and related grant networks

Personnel and financial management

- Contribute to the induction of the Connect Hear NI Technical Support Advisor
- Undertake line management responsibility for the Technical Support Advisor and provide day to day support and guidance as needed
- Contribute to effective team working across the UK wide staff team
- Manage Connect Hear NI budget, including monitoring and reporting
- Contribute to monitoring and reporting of other related organisational budgets
- Contribute to and initiate fundraising and income generating activities

Project evaluation

- Deliver and report on project according to terms and conditions of grant
- Oversee and ensure the effective completion of an external Project evaluation programme, annually and on a whole Project basis

General

- Help ensure all NI activity is consistent with and effectively supports Hearing Link's overall strategic aims
- Maintain accurate and up-to-date records according to organisational practices
- Contribute to the effective flow of information within the organisation

This job description is subject to regular review by line manager, post holder and Connect Hear NI Project Team in order to keep abreast of the changing needs of the organisation and the evolving Connect Hear NI Project. The above description describes the main functions of the job. It should not be seen as a detailed description of all the requirements of the job nor as implying that it carries sole responsibility for every function described.

March 2017