**JOB DESCRIPTION**

**Job Title:** Project Manager

Supporting Active Engagement

**Responsible to:** Head of ICT

**Duration of Post**: 18 Month fixed term post

**Salary:** £27,668 per annum

**Pension:** 10% salary

**Hours:** 35 per week.

**Purpose of Post:** To manage the Supporting Active Engagement (SAE) Project. In particular to liaise with project partners to promote the use of technology by older people to access their rights and entitlements; to recruit, manage and support volunteers; and to co-ordinate training delivery and evaluation.

**DUTIES**

To support volunteers to deliver the 12 week Supporting Active Engagement iPad training course

To set up and monitor an effective referral mechanism for older people to avail of a benefits check with Advice NI member organisations

To liaise with the external evaluator to deliver the final evaluation of the SAE project

To liaise with a social enterprise consultant to explore a viable sustainability model for the SAE project

To develop and implement structures, systems and procedures to support volunteers in line with Advice NI’s Volunteer Policy

To generate appropriate volunteering opportunities and role descriptions for volunteers based on the needs of the SAE project

To celebrate volunteering by organising and participating in volunteer recognition programs and special events

To keep up to date with legislation and policy related to volunteering

To help identify and support older beneficiaries on the project steering group and participate on project steering group as required

To promote the Rights4Seniors.net and POPNI.net websites

To direct, manage and motivate the SAE team including volunteers.

To ensure that the SAE project is delivered on time and within project budgets and scope.

To ensure Equal Opportunities and good practice in all aspects of the projects’ work.

To prepare reports and provide documentation required by the project steering group, Advice NI, the Big Lottery Fund or other stakeholders

To maintain databases and undertake any other administrative duties

To prepare articles, press releases and other reports as directed by the line manager and liaise with the media as required

To participate fully in training programmes, both internal and external, as agreed by the line manager

To attend team meetings as required and participate in quality assurance

To represent Advice NI on appropriate outside bodies and co-operate with other relevant agencies

To undertake any other tasks as may be required by the line manager

**Project Manager (Supporting Active Engagement)**

**Job Specification**

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|  | **Essential** | **Desirable** |
| **Education** | Good Standard of Education, | Third Level Qualification |
| **Experience** | 2 years demonstrated experience in recruiting, managing and supporting volunteers.  Evidence of working in partnership with other agencies.  Evidence of facilitating training events.  Demonstrated experience of project management | Experience of managing staff |
| **Skills** | Excellent verbal and written communication skills.  Excellent organisation and planning skills  Experienced in using digital technology e.g. tablet computers and social media  Strong attention to detail and quality  Evidence of ability to understand complex information.  Ability to build relationships with a wide range of people.  Demonstrated ability to prioritise own workload and to work on own initiative and as part of a team. | Facilitation skills |
| **Knowledge/**  **values** | Up-to-date knowledge of vulnerable adults legislation.  Knowledge of the issues affecting older people  Knowledge of the voluntary & community sector | An understanding of a rights-based approach to producing content for older people.  Knowledge of evaluation techniques.  Knowledge of the social security system. |
| **Personal attributes** | Flexible approach to working hours.  Friendly and approachable manner.  Ability to work under pressure and to strict deadlines.  Accuracy and attention to detail.  An understanding of the core values of Advice NI. |  |
| **Other** | Current driving license and access to a car. |  |