

Job Title: Project Manager
Based at: 62 Ann Street, Ballycastle
Reports to: Chairperson, Management committee
Hours of work: Full time - 35 hours per week
Salary: NJC scale SO2 £36,124 - £37,938



Organisation Overview:

Solas Wellbeing is a community organisation whose aim is to help improve the mental, emotional and physical wellbeing of people living within the local area.

Job Purpose:

The post holder will be responsible for the strategic and operational management of the organisation, working with a small team of staff, a vital team of volunteers and service providers. The post holder will implement objectives of the business plan agreed by management committee. The post holder will be responsible for sourcing income streams in order to make the organisation sustainable.

Main Duties and Responsibilities:

1. Strategic and operational management

- Maintain and update current administrative and management systems
- Work with the management committee to develop and implement the strategic plans and initiatives that align with the organisation ethos and goals
- Attend sub committees to develop and implement key strategic areas, including finance, HR & Aims
- Prepare reports for Solas management committee
- Work with volunteer team to co-ordinate service delivery, events and activities
- Responsible for day to day operational management including health and safety and associated policies and procedures ensuring compliance with legal requirements
- Ensure the robust management of referrals

2. Staff Management:

- Lead recruitment, selection and induction process for new members of staff and volunteers
- Supervise, support and motivate team members and volunteers
- Manage workload and support to achieve tasks, in line with action plans and priorities
- Implement a range of performance management and team working practices
- Work with HR sub-committee to review and develop policies and procedures
- Informal support for team of sessional workers and encourage engagement

3. Sustain capacity for service provision

- Provide services to support and improve emotional health and well-being.

4. Financial management / oversight

- Secure opportunities for income generation.
- Prepare draft budgets for all funding applications and strategic plans, working alongside the finance sub committee
- Manage budget for the organisation and manage expenditure
- Manage the financial processes for expenditure and income recording

5. Promote Solas Wellbeing within the local community

- Develop and maintain relationships with existing and potential funders
- Develop and maintain relationships with key referring agencies and strategic partners
- Raise awareness of the organisation at key events
- Lead by example - ethos and values of compassion, acceptance, respect and equality

6. Monitoring & Evaluation

- Monitor and deliver agreed project outcomes/milestones
- Report regularly to funders & stakeholders, ensuring quality & impact is measured
- Establish recording procedures

In addition, the postholder will be required to carry out any reasonable additional duties in order to provide effective services to our clients.

Person specification:

Assessment Areas	Essential Criteria	Desirable Criteria
Relevant Experience	Minimum 2 years successful experience in a management role in the voluntary, statutory, community sectors or social enterprise Experience in developing and implementing organisational policies, procedures and systems Experience of managing budgets and securing income streams	Experience of supporting and supervising volunteers
Skills & Qualities	Excellent communication and organisational skills Networking skills Motivated to work with minimal supervision Ability to work under pressure, within a changing environment Enthusiastic, with a friendly & supportive approach IT skills including MS-Office Knowledge of the aims of Solas Wellbeing	Understanding and awareness of mental health
Required Qualifications	Educated to 3 rd level in a relevant discipline	
Additional requirements of role	Ability to manage financial, social and operational requirements	

The company reserves the right to alter the content of this job description following consultation, to reflect changes to the job or service provided, without altering the level of responsibility.

The post is subject to an Access NI check.