**Job Description**

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| **Job Title** | Women’s Lives Leeds Projects Manager |
| **Salary** | £35,745 |
| **Responsible To** | Projects and Partnerships Director |
| **Hours** | Full Time 35 hrs |

Leeds Women’s Aid (LWA) is the largest women’s charity in Leeds, and has been providing support to women and children affected by Domestic Violence and Abuse (DV & A) for over 45 years. We are committed to our values and strive to embody them in everything we do. We provide a range of the very best services for vulnerable women and families who are victims and survivors of: domestic, sexual & honourbased violence and abuse; forced marriage; trafficking; stalking and harassment.

LWA is the lead agency in the innovative and unique National Lottery Community Fund, funded Women’s Lives Leeds (WLL) Alliance, consisting of 12 women’s and girls’ organisations. Working with vulnerable women and girls, our vision is that many more women and girls in Leeds will have their needs met and be empowered to lead safer and healthier lives.

The WLL Alliance currently have two funded projects:

The Empowering Systems Change (ESC) Project will provide services to women with complex needs across the city; will facilitate lived experienced expert’s peer support and engagement and is a catalyst for system change. Funded by the National Lottery Community Fund for three years.

The Comic Relief “Power Up” WLL VOICES (Views, Opinions, Insights, Consultation & Engagement Systems) Project that aims to make Leeds the first UN (United Nations) Women Friendly City in the UK by enabling women and girls to have their voices heard, ensuring that their needs are considered in all decision-making conversations and to empower them to lead safer, healthier, equal and more fulfilled lives.

# Purpose of Job

To lead on the operational management, delivery, monitoring, evaluation and communications of both of the WLL Project’s and any future projects.

The post will be located with and managed by Leeds Women’s Aid, but will equally be accountable to the WLL Alliance.

This post will be subject to an enhanced DBS check and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

# Responsibilities

Responsible to:

The Women’s Lives Leeds Project Manager will be line managed by, and be responsible to, LWA’s Projects and Partnerships Director, and ultimately the Trustees of LWA, and will work according to policies and procedures agreed by them.

Responsible for Line management of:

* WLL VOICES Coordinator
* Insight and Communications Worker
* WLL VOICES Community Conversations Worker
* WLL Alliance project staff

# Main Duties

1. To provide effective day to day management of the Women’s Lives Leeds Empowering Systems Change and VOICES Projects.
2. To oversee and update project plans.
3. To implement, monitor and review progress against the project delivery plans and to lead on specific Project Manager actions.
4. To review and update policies, procedures and guidance documents.
5. Ensure that projects, policies and procedures are implemented and promoted by staff.
6. To oversee service user participation and consultation, ensuring that the results are reflected in the development of projects
7. To monitor and oversee the delivery of External Evaluator plans and agreements.
8. To oversee and maintain monitoring systems.
9. To work with delivery partners through a matrix management system to have project oversight.
10. Work with the Project and Partnerships Director to assess, scope and apply for funding for other WLL projects.
11. Ensure delivery partners provide regular and accurate monitoring information
12. Working with all project staff to provide regular reports for funders, the Projects Partnership Boards and others as required
13. To contribute to the operational and strategic direction of the project.
14. To lead the project through appropriate Quality Assurance Schemes to ensure quality services are delivered across the WLL Alliance.
15. To recruit and select new staff as relevant and ensure effective induction
16. To provide leadership to diverse teams who are providing services and opportunities for women and girls
17. To create a supportive and empowering environment for staff, volunteers and service users alike
18. To promote the professional development of staff and volunteers through regular supervision and appraisal
19. To identify the training needs of staff and volunteers
20. To create an environment in which continuous improvement is at the heart of the work
21. Promote a strong information culture, where information is used to inform delivery and strategy
22. To manage the budgets for these projects effectively
23. To work with the Projects and Partnerships Director and other staff to identify and apply for opportunities to enable project(s) sustainability

# General

1. To actively promote diversity across the organisation and the city
2. To represent the projects on local and regional forums
3. To build positive relationships and partnerships with key local agencies.
4. To embody LWAs values, acting as a role model
5. To attend staff team meetings
6. To undertake any other reasonable duties commensurate with the post at the request of the Projects and Partnerships Director.

# Physical Conditions

The post will be based at Leeds Women’s Aid main Office in the main, but will be expected to travel to and work at WLL Alliance partner organisations across Leeds.

The post holder will also have to travel to other locations to ensure effective services are delivered.

# Economics Conditions

The Salary will be ***£35,745.*** Hours of work are 35 hours per week, Monday to Friday. Some weekend and evening work may be required.

**Person Specification**

You are required to have experience of:

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| **Experience** | **Essential** | **Desirable** |
| 1. Management experience in a social welfare or health organisation, preferably working with vulnerable women | ✓ |  |
| 1. Proven track record of initiating, developing and managing projects | ✓ |  |
| 1. Managing complex partnership projects | ✓ |  |
| 1. Budget management experience | ✓ |  |
| 1. Proven personnel management experience | ✓ |  |
| 1. Proven track record managing risk | ✓ |  |
| 1. Supporting, coaching, training and managing staff of different levels of responsibility. | ✓ |  |
| 1. Working with and supporting vulnerable women |  | ✓ |

You are required to have an excellent understanding of:

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| **Understanding** | **Essential** | **Desirable** |
| 1. Processes and procedures to effectively manage projects | ✓ |  |
| 1. Legal frameworks regarding partnership working, information sharing and data protection. | ✓ |  |
| 1. Awareness of the issues facing vulnerable women and girls. | ✓ |  |
| 1. Matrix management within partnership projects |  | ✓ |

You are required to be able to demonstrate that you:

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| **Skills** | **Essential** | **Desirable** |
| 1. Provide leadership and develop effective teams | ✓ |  |
| 1. Are proactive and can work under own initiative to identify objectives and to prioritise work. | ✓ |  |
| 1. Take decisions which may be of major significance | ✓ |  |
| 1. Produce and present detailed reports of a complex nature using excellent report writing skills | ✓ |  |
| 1. Are IT literate and have good presentation skills, along with being proficient in software such as MS Office, databases and performance management tools. | ✓ |  |
| 1. Ability delegate as appropriate | ✓ |  |
| 1. Have strong interpersonal and communication skills, with the ability to build and maintain effective working relationships. | ✓ |  |
| 1. Instil a culture of high performance where staff are encouraged to perform to their best level and learn new skills/acquire knowledge | ✓ |  |
| 1. Have taken project learning and development to influence and embed change | ✓ |  |

You are required to:

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| **Qualifications/ Professional Membership** | **Essential** | **Desirable** |
| 1. Have a relevant leadership, management or project management qualification, or a relevant management and leadership experience. | ✓ |  |

You are required to be able to demonstrate your ability to:

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| **Personal Qualities** | **Essential** | **Desirable** |
| 1. Share and Promote LWA’s Values (see below) | ✓ |  |
| 1. Be flexible and adaptable. | ✓ |  |
| 1. Be solutions-focused with a creative problem-solving approach. | ✓ |  |
| 1. Support the concept of diversity and inclusion, and work in a non-judgemental and inclusive way. | ✓ |  |
| 1. Be resilient and be able to support colleagues working in stressful situations | ✓ |  |

**LWA’s Values**

**1. Be Exceptional**

• We are experts in our field & proud of having a women-centred approach

• We are pioneers & leaders, striving to perform & innovate

**2. Be Courageous**

• We are honest, inventive & have the integrity to challenge perceptions & practice

• We are encouraging & empowering of each other to be courageous & brave

**3. Be Inclusive**

• We are diverse, welcoming, approachable & inclusive in as employers, service providers & people

• We promote unity, fairness & respect

**4. Be Inspirational**

• We are proud of our creativity & how we motivate, listen, empower & support each other

• We are encouraging & lead by example to achieve the best

**5. Be Responsive**

• We are collaborative, aware, compassionate & sensitive

• We adapt our approach to meet changing needs

Reviewed October 2021