

## JOB DESCRIPTION

**JOB TITLE:** Project Manager

**HOURS:** 28 hours per week (ideally to be worked over 4 days)

**LOCATION:** Home based with desk space available at the offices of the Diocese of Truro (currently Church House, Truro, TR4 9NH)

**SALARY:** £28,000

**ACCOUNTABLE TO:** The Chair of Trustees

**RESPONSIBLE FOR:** Communications & Administration Assistant  
Project Worker  
Sessional workers as required

### KEY RELATIONSHIPS:

The Diocese of Truro, Cornwall & IoS Methodist District, Church Urban Fund, Churches Together in Cornwall, Cornwall Council and key faith and community people.

### AIM OF THE ROLE:

To lead, manage & promote Transformation Cornwall as it strengthens faith based social action in Cornwall.

### PRINCIPLE RESPONSIBILITIES:

1. To be responsible for the day-to-day management of Transformation Cornwall, ensuring it continues to be a focussed, welcoming organisation that adheres to its values, aims and priorities in all aspects of its work.
2. To work with Trustees to develop key strategic priorities & to direct future service provision.
3. To be responsible for the effective line management, support and ongoing development of staff and volunteers.
4. To work closely with Churches, faith communities, voluntary agencies, Cornwall Council, businesses, statutory bodies and other partners to tackle poverty and exclusion across Cornwall.
5. To work with Transformation Cornwall staff, volunteers & key partners to monitor & track impact.

### SPECIFICALLY THIS WILL REQUIRE:

#### 1. Networking and collaboration:

- Maintain, develop & create opportunities that build relationships with key organisations within Cornwall.
- Promote opportunities to share resources and best practice, working as a brokerage with projects and people to support effective collaboration and capacity building.

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## Strengthening Faith Based Social Action in Cornwall

- To contribute to, and exchange with, the Church Urban Fund & the Together Network as appropriate.
- Work creatively to ensure the voices and experience of those living in poverty shape the vision and work of Transformation Cornwall at every level.

### 2. **Communication, promotion and awareness:**

- Representing the vision, aims and values of Transformation Cornwall in relevant forums, including churches, local government and voluntary groups
- To lead on the development & implementation of the Transformation Cornwall Communications Plan.
- To oversee the development of effective online (web and social media), newsletter & promotional content.
- To communicate & present on the work and impact of Transformation Cornwall to a wide range of audiences.

### 3. **Working strategically to deliver priorities**

- Working with the Board and other stakeholders to maintain a clear strategy for the delivery of Transformation Cornwall's aims
- Overseeing the implementation of the three areas of focus for Transformation Cornwall: Meet the Funders, 1:1 work and strengthening links
- Supporting faith based communities to deliver networking events around Transformation Cornwall's 6 thematic areas: mental health; food poverty; homelessness; modern slavery; financial inclusion & climate emergency.

### 4. **Reporting**

- To be responsible for writing reports updating on progress and outcomes with external funders, the Board and with supporters.

### 5. **Compliance**

- To ensure that Transformation Cornwall is compliant with all relevant policies and procedures in all aspects of its work

### 6. **Others**

- To attend one to one meetings with the Chair of Trustees & regular training.
- To have due regard for Safeguarding
- To have due regard for relevant Health and Safety policies and procedures

## PERSON SPECIFICATION

### Essential

#### Skills/Aptitudes:

- The ability to work strategically within the vision, priorities and theory of change of Transformation Cornwall
- The ability to communicate the Transformation Cornwall vision, encourage people and help people to solve problems
- The ability to work flexibly, independently or as part of a team
- High level of attention to detail
- The ability to work collaboratively with people at all levels including with church leaders, congregation members, public sector officers, volunteers and local communities
- Excellent communication skills, including in writing and public speaking.
- The ability to lead a team
- High level of IT skills (including proficiency with MS office, using the internet, email, chairing online meetings, etc)

#### Knowledge/Experience:

- Experience in team management
- Practical relevant knowledge and experience in the social action sector
- Experience of working with faith-based community groups and volunteers
- Knowledge and experience of fundraising and making grant applications
- Experience of developing and running training programmes

#### Personal Attributes:

- A deep commitment to the role of churches and faith groups as providers and advocates for the communities in which they serve
- A passion for faith based social action
- A commitment to, or strong empathy for, the Christian faith
- Aware and supportive of the needs of working in ecumenical relationships across a broad spectrum of church and faith traditions
- Self-motivated and enthusiastic
- A deep commitment to, and understanding of, equality, diversity and inclusion and the ability to embed the role

#### Circumstances:

- Willing to work some evenings and some weekend days, with time off in lieu
- Willing and able to travel regularly, widely and flexibly across Cornwall

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## Desirable

### Education:

- Relevant professional or academic qualifications

### Skills/Aptitudes:

- Entrepreneurial negotiating and enabling skills
- Understanding of, and proficiency in, using social media

### Knowledge/Experience:

- Experience of volunteering within grassroots community, church and volunteer groups & associations.
- Experience of commissioning/contracting with statutory services

## TERMS AND CONDITIONS

**LEAVE ENTITLEMENT:** 25 days annual leave (pro-rata for part-time staff)

**PENSION:** Staff are automatically enrolled, unless they opt out, into an approved scheme at the standard current rates

**SICK PAY SCHEME:** We operate the SSP scheme/an occupational sick pay scheme