



Tree of Life Centre Wythenshawe

Job Description



Job Title:	Incomes and Projects Manager
Hours:	full time preferred (32.5hrs) but we will consider part time
Salary Grade:	Senior Leadership - £18.00 to £21.50 per hour (£30,000 -£36,000)
Location:	Greenbrow Road, Newall Green, Wythenshawe. M23 2UE
Responsible to:	CEO
Responsible for:	Fundraising, Partnership Engagement and Project/Facilities Management, Member of Senior Leadership Team, Staff Management

Job Purpose

Responsible for Fundraising, Grants and Bid writing. Carrying out monitoring and evaluation of funded activities. Project managing the expansion programme, including facilities and staff management. Research and identify sources of income that match the charity's needs and aspirations for growth and development. A proactive member of the senior leadership team, you will work under the direction of the CEO and Board of Trustees.

Main Duties

1. To establish and maintain partnership with a variety of voluntary, statutory and commercial organisations that support and enhance the aims of the organisation.
2. Provide line management and supervision for staff and volunteers.
3. Project managing the expansion programme, including facilities and staff management.
4. To successfully complete applications for funding to increase the sustainability of the organisation.
5. To identify and implement a range of income generation streams.
6. To monitor, evaluate and prepare feedback progress reports to funders, CEO and Trustee
7. Work towards achieving and exceeding the grant targets set by the CEO and the board of Trustees.
8. To work with the CEO to establish budgets, cash flows and annual accounts.
9. To be proactive member of the senior leadership team, assisting in covering the Chief Executives and Operations Managers duties when required.
10. To ensure compliance with all relevant legislation and company policies and procedures.
11. To receive supervision and undertake management and professional development training as required.

Required Skills

- **Minimum Experience** - 3 year experience of researching and writing successful funding bids to a variety of funding providers.
- **Funding and Grants** - Proven experience of reaching funding sources, achieving targets & working to set deadlines.
- **Financial planning** - Experience of preparing financial information in an accessible format.
- **Project Management** – Experience of managing facilities and multiple projects.
- **Leadership** – leading teams from different departments to achieve organisational goals.
- **Communication** – Good communication skills- verbal, written, ensuring that communication is ongoing and effective between different departments.
- **IT** – keeping up to date with IT systems in the workplace while having an understanding of emerging technologies.
- **Presentation** – Presenting ideas and results to different stakeholders across the business including staff and senior management.
- **Team working** – fostering an environment of teamwork to ensure that all products are delivered on time and company goals are met.
- **Initiative** – The ability to work alone and take a lead when hurdles arise or when tasks require completion.
- **Planning** - staying ahead of the game and ensuring that plans for the future are clearly labelled out for everyone to follow.
- **Problem Solving** – adapting to the ever changing environment and reacting quickly to meet challenges.
- **Confidentiality** - Ability to respect confidentiality
- **Recording Information** - Experience of accurately recording information

Desirable

- **Voluntary Sector** - Experience and knowledge of working in the voluntary sector.
- **3 R's** - An interest in the 3 R's- Reduce, Re-use Recycle - and the local community of Wythenshawe
- **Organised** - Be self motivated, well organised, able to manage own time and have good admin skills
- **Training** - Willingness to undergo training
- **Vulnerable People** - Experience of working with vulnerable people
- **Facilities management** - Knowledge of building and facilities management
- **Full driving licence**