



Bridges Projects Director

Job Description

Job purpose: Overall responsibility for all externally funded projects related to well-being.

Salary: £32,000 per annum. **Pension:** 3% employer contribution, 5% employee contribution.

Hours: Full time role (37.5 hours per week)

Annual leave entitlement: 27 days, plus bank and public holidays.

Start date: May 1 2020 (negotiable).

Reporting to: Trustees.

This post is dependent on condition of continuation of external funding and is being offered on an initial fixed term contract for 1 year.

Main duties:

- 1. Responsibility for current externally funded projects related to well-being to ensure they fulfil funding output requirements.**
 - 1.1 representing Bridges by regular liaison with MCC, funding bodies, Aneurin Bevan Health Board, GAVO etc and developing existing and future strategic partnerships.
 - 1.2 liaise with service users, service purchasers and beneficiaries as appropriate.
 - 1.3 promoting the work that Bridges does in supporting people in the community to the public and relevant organisations.

- 2. Developing the potential for sustainability and growth of this important work**
 - 2.1. working towards ensuring the longer term sustainability of current grant funded activities.
 - 2.2 seeking opportunities and tendering for/making grant applications for existing funded projects.
 - 2.3 looking for innovative ideas and opportunities to develop the well being programme on behalf of Bridges.

- 3. Staffing**
 - 3.1 line management and supervision of team leaders appointed for specific projects.
 - 3.2 ensuring that team leaders carry out effective monitoring, evaluation and reporting on these projects
 - 3.3 oversight of the place based teams operating in Monmouth, Chepstow and Abergavenny

- 3.4 ensure adequate staffing levels to ensure delivery of project requirements
- 3.5 participate in recruitment and induction of staff
- 3.6 ensure all HR policies and procedures are followed.
- 3.7 ensure all volunteers are appropriately trained and supported.
- 3.8 responsibility for ensuring Health and Safety requirements are met.
- 3.9 working with Bridges Chair of personnel committee to resolve significant staffing issues

4. Finance

- 4.1 working with the Bridges Treasurer to provide regular financial reports to the Trustees and Finance Committee
- 4.2 ensuring that appropriate financial controls and monitoring are applied to project expenditure
- 4.3 understanding the funding requirements for each project.
- 4.4 working with the Treasurer on costing for new projects to ensure that all overhead costs are accounted for.

5. Additional items

- 5.1 working closely with the Bridges Business Director to promote the ethos and image of Bridges.
- 5.2 working with the trustees and the Bridges Business Director to help develop the future strategy of the Bridges organisation and deliver the relevant objectives set out in an agreed strategy business plan.
- 5.3 regular attendance at and providing regular reports to Bridges trustee meetings.
- 5.4 responsibility for child protection and safeguarding policies relevant to externally funded projects.

Skills Required:

- Excellent communication and presentation skills
- Team building and inter personal skills.
- Good understanding of developments in the social care and wellbeing field and the role of the voluntary sector within it.
- Experience of project management, including control of finances.
- A successful track record of obtaining funding from external bodies.
- Ability to work flexibly.
- A successful track record of developing partnerships and networking.

The Application Process

If you would like to apply for this post, please complete the application form on Bridges Centre's website.

Please send your completed application by email to beth.baker@bridgescentre.org.uk or by post to: Mrs. Beth Baker (Projects Director application), Bridges Centre, Drybridge Park, Monmouth, NP25 5AS.

The closing date for **all** applications (by post or email) is 12 noon on **Friday March 27**.

If you have not been called for interview by Wednesday March 30, please assume that you have unfortunately not been short listed. It is not our policy to provide feedback to candidates who have not been shortlisted for interview.

It is likely that interviews will take place on Thursday April 2 or Friday April 3.

MW. 10.03.2020