



## **JOB DESCRIPTION**

**Job Title:** Mind Our Future Gwent Project Manager

**Employed by:** ProMo-Cymru

**Salary:** Scale D point 1 £31,301 – Scale D point 8 £37,563 per annum  
(Starting Salary £31,301)

**Location:** ProMo-Cymru offices and home-working

**Hours of work:** Full-time (35 hours per week). Part-time /job share applications are welcome.

**Holidays:** 23 days per annum

**Length of Contract:** Permanent (subject to funding)

**Responsible to:** Senior Manager, Mind Our Future Gwent Project Steering Group

**Responsible for:** Mind Our Future Gwent Project Officer

## **ProMo-Cymru Vision**

ProMo-Cymru works to ensure young people and communities are informed, engaged, connected and heard.

## **How We Work**

We work collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test and create better services.

ProMo works with communities through communications, advocacy, cultural engagement, digital and media production. Our work is informed by over 20 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested back into our community projects.

## **MAIN PURPOSE OF THE POSITION**

ProMo-Cymru is looking for an organised and experienced **Project Manager** to lead on and coordinate the delivery of the National Lottery-funded Mind our Future Gwent project.

Working hand-in-hand with lead delivery partner Newport Mind, our project partners and young people over a period of 5 years, we will be designing new approaches for the prevention and early intervention of mental health problems in young people living in Gwent.

As a valued member of the ProMo-Cymru team you will deliver the exciting and innovative Mind Our Future Gwent project. Placing young people at the centre of influencing and delivering meaningful change to child and young person-focused mental health services in Gwent, you will work in partnership with a wide range of stakeholders including young people, Newport Mind, Local Minds in Gwent and Gwent Youth Services throughout the lifetime of the project.

You will:

- Build and maintain relationships with partners and stakeholders to inform, influence and implement meaningful change
- Nurture, support, empower and equip young people to be active participants in bringing about meaningful change
- Utilise a range of approaches, tools and interventions as needed to raise awareness, enhance skills and knowledge, and bring about systemic change
- Work with the partners within the core principles of the project to achieve goals and outcomes identified during the development phase:
  - Co-production
  - Universal provision
  - Equality and Inclusion
  - Building on Community Assets
  - Learning
  - Communication
  - Sustainability
  - Young Person- Centred design

## **MAIN DUTIES**

### **1. Project leadership and development**

- Lead, coordinate and oversee the successful delivery of the Mind our Future Gwent project
- Update partners and steering group on key progress/issues
- Develop and maintain good working relationships with the other Mind our Future projects, project partners, stakeholders, external groups, forums, networks, services and agencies
- Liaise with the National Lottery Community Fund to review and evaluate project progress
- Lead on creating, maintaining and disseminating project documentation, plans, reports, deadlines and schedules, as required
- Ensure progress and implementation of improvement or any other change as identified through review and evaluation
- Where required, act as the principal internal and external point of contact
- Promote continuous improvement, shared learning and development

## **2. Staffing**

- Provide leadership, guidance and support to project team
- Responsible for (*where appropriate*) workforce recruitment, induction, support, development, supervision and appraisal
- Ensure regular line management and supervision to manage workforce performance
- Coach, support, mentor, and nurture designated staff
- Work alongside colleagues to ensure HR policies and procedures are reviewed and maintained
- Ensure appropriate and relevant risk assessments are undertaken

## **3. Communication and Engagement**

- Work alongside colleagues to promote the active involvement and engagement of young people and support and nurture them to facilitate their full potential in contributing to project design, development, delivery, review and evaluation
- Ensure effective communication internally and between partners through meetings, email, and conversations
- Liaise with and communicate effectively and professionally with a wide range of individuals, professionals, and disciplines
- Deliver talks, presentations, workshops where appropriate and as required

## **PERSON SPECIFICATION AND EXPERIENCE:**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified/ Assessed</b>
Education/ Qualifications:	Relevant qualification(s) in a related field	Project management qualification	Application form
Experience	Demonstrable experience in project managing in a related field  Working with wide range of stakeholders including beneficiaries, service providers, decision makers, funders  Working in field of children and young people's rights, participation, engagement, advocacy, mental health and well-being	Experience in working through the process of Service Design or similar	Application form & interview
Skills:	Excellent written and verbal communication skills  Good interpersonal skills  Excellent time-management, organisational, planning and multi-tasking skills  Excellent ICT skills		Application form & interview
Knowledge:	Awareness and understanding of the range of needs of, and services and resources available, to children and young people in Wales  Awareness and understanding of relevant legislation and policy in Wales, affecting children, young people, their mental health and well being	High level of digital literacy including web, social media and multimedia technologies	Application form & interview

	Comprehensive understanding of what a good digital service looks like		
Personal Attributes:	<p>Able to motivate, inspire and lead</p> <p>Ability to work independently and on own initiative, as well as part of a team</p> <p>Flexible and adaptable</p> <p>Passionate about improving the lives of young people and communities in Wales</p> <p>Commitment to working in a non-judgemental, anti-discriminatory way</p>		Interview
Other requirements:	<p>Committed to working to and upholding ProMo-Cymru's values, ethos and culture, including a rights based approach</p> <p>Willingness to undertake travel across Wales when required</p> <p>Willingness to work flexible hours as per business need</p> <p>This post is subject to an enhanced DBS check</p>	<p>Driving licence</p> <p>Welsh speaker</p>	Application form & interview

**This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the post holder. It is not intended to be rigid or inflexible but should be regarded as providing a framework within which the individual works.**

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