

Dundee and Angus ADHD Support Group

Job Title: Project Manager



This post is funded by The Big Lottery – Improving Lives



Reports to:	Board of Trustees
Salary Range:	£26000.00
Grade:	Operational Manager
Location:	Dundee
Contract:	<ul style="list-style-type: none">• 1st July 2019 - 30th November 2019 – . It is hoped that funding will be received to allow this post to continue for a further 2 years
Working Hours:	35 hours per week

Key areas of responsibility

As Project Manager you will be responsible for the day to day running of ADHD Projects from inception to completion, you will be required to demonstrate positive leadership qualities that will motivate the team, inspire the team to work collectively in achieving organisational goals in relation to ADHD Projects as well as assist in setting objectives for personal development within the team.

The successful candidate should have at least 2 year experience of project management and be able to provide examples of this experience.

This post will have direct Line Manager responsibility over ADHD Group staff. You will demonstrate commercial awareness skills and be able to plan and manage budgets and accounting controls. This is an essential element to the role.

You will be key in engaging with the members of ADHD networks. You will be active in the development of participative strategies to ensure members of staff are engaged in ADHD Projects through a co design approach. The successful candidate will also engage with external organisations to devise and develop project ideas.

The successful candidate will demonstrate effective planning skills and you must ensure you can communicate with all levels of the ADHD team - the Project Director, the Board of Trustees, Management Team and the ADHD youth group members positively and effectively.

This is a fixed term project until November 2019, with the possibility of extension.

THE PROJECT MANAGER WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. You will have day to day, direct line manager responsibility for relevant ADHD staff
2. You will lead and motivate the Management team to meet individual objectives and goals and in turn meet Dundee and Angus ADHD's strategic objectives and goals.
3. You will be commercially aware of Project budget and cost controls, ensuring you are familiar with and managing the Charities budget.
4. You will assist with the proposal writing and inception process of projects involving tenders, proposals and meeting with potential project partners to explore ideas and innovation.
5. You will plan Dundee and Angus ADHD's Projects.
6. You will report on the progress of projects to the Project Director and meet with the Management Team and the Board of Trustees as required.
7. You will develop participative strategies for the ADHD support group to engage and support workers, other young people to be involved in the project process and co design approach.
8. You will engage with young people and encourage their involvement in identifying key areas for training support and development.
9. You will ensure your engagement with young people, support workers, promote and develops strong relationships.
10. You will be ensure all relevant external organisations, support workers, Local Authorities and funders are kept up to date with Dundee and Angus ADHD's projects and other areas of work.
11. You will actively support large scale events and where appropriate assist in the organisation of large scale events to ensure any and all opportunities for workers to be engaged and participative in the event e.g. consultation events, workshops, and support groups.
12. You will maximise any and all opportunities for young people to engage in projects and events.
13. You will monitor, identify and deliver with your team training needs of the workers.
14. You will engage with external contacts including young people, support workers and professionals working with young people, service providers and partner organisations. You will be required to ensure your communication skills are effective at all levels and maintain a positive and enthusiastic approach.
15. You will ensure your written communication skills are at a high level with accuracy and attention to detail being a key factor.
16. You will monitor and evaluate the effectiveness of projects. Including collating feedback information and the success of the programme.
17. You will maintain accurate records of all Projects and who is involved in each therefore providing administrative support in doing so.

18. You will ensure you manage your time productively and efficiently. You will be required to productively manage your work plan and activities and ensure any deadlines are met.

19. You will organise your work plan in accordance with Dundee and Angus ADHD priorities, and existing project deadlines.

20. From time to time you will be required to travel and work some unsociable hours when attending and supporting ADHD events.

The above list of duties is not exhaustive.

This document does not describe a total definition of the job and the purpose of the document is to be used as a guide.

	Essential	Desirable
Qualifications:	At least 2 years' management and accounting experience Knowledge and empathy of working with those with a diagnosis of ADHD	<ul style="list-style-type: none"> • Relevant professional qualification in Management / Accounting • Understanding and experience of ADHD
Career Experience:	<ul style="list-style-type: none"> • Managing Projects in a charity or similar organisation. • Working in complex environments. • Planning and managing large projects or programmes. • Staff management, including personal development and objective setting. • Track record of funding, fundraising and income generation. • Managing multiple budgets • Monitoring and evaluation. 	<ul style="list-style-type: none"> • Work with young people in a professional and or voluntary capacity • Supporting a Board of voluntary Trustees • Experience of developing relationships with Local Authority, MSPs etc. • Managing a budget based on a complex funding environment
Skills and abilities	<ul style="list-style-type: none"> • Excellent strategic development and influencing skills. • The ability to develop trusting external relationships. • The ability to inspire, motivate and challenge people including young people. • Excellent written and verbal communications, including experience in public speaking, report writing and dealing with the press and media. • Business development skills. Ability to prepare and manage complex budgets. 	

	<ul style="list-style-type: none"> • Computer literate in dealing with word, excel and communication packages. • The ability to network across sectors in the public, private and voluntary sector 	
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge and empathy of ADHD. • Knowledge of youth work and third sector. • A strong knowledge of the funding in the public, private and voluntary sectors and how it impacts on third sector organisations. 	<ul style="list-style-type: none"> • Awareness of the organisations and networks relevant to the organisation. • Understanding of theories and practice of service improvement.
Other	<ul style="list-style-type: none"> • Integrity, judgement and empathy with young people, in addition to being a resilient, inspiring and creative individual. • Full driving licence. • Access to a car. 	<ul style="list-style-type: none"> • Willing and able to work some evenings and weekends. • Willing and able to travel.