Shaping Our Lives – Project Manager

Job Description and Person Specification

Please find below the job description and person specification for the post of Shaping Our Lives Project Manager.

# How to apply

If you wish to apply for this role, please send a CV and completed details form which includes a section on how you meet the person specification. If you do not have a CV, please contact us at the email below for an application form and complete that instead.

Please ensure you provide evidence and examples of how you meet the person specification. This should be included under ‘Personal Statement’ on the details form or application form.

Please email your application to hello@shapingourlives.org.uk

with ‘Recruitment – Project Manager’ in the subject line.

Closing date for receipt of applications is 15th July 2022 at 23.30.

Due to access requirements of staff and the skill requirements for this job we are not accepting applications by post.

Shortlisted candidates will be asked to complete a short remote writing task (it will take no more than an hour and several time slots will be available). Candidates who are successful in the assessed task will then be invited to an interview in the week beginning8th August. As part of the interview, candidates will need to give a short presentation.

Unfortunately, we are not able to respond to unsuccessful applications and if you have not heard from us by the interview time, please assume your application has been unsuccessful on this occasion.

Shaping Our Lives is committed to equality, diversity and inclusion. We welcome applications from people from marginalised and often excluded communities.

Thank you for your interest in Shaping Our Lives.

# About Shaping Our Lives

Shaping Our Lives is embarking on an exciting period of growth. We have received a four year grant to expand our services, transform our identity and raise the profile of our work. We are looking for an enthusiastic, self-motivated and experienced Project Manager to help us transform.

Shaping Our Lives is a user-led organisation that hosts a national network of user-led groups, service users and disabled people. We are a non-profit making organisation co-chaired by Peter Beresford OBE (Emeritus Professor of Social Policy at Brunel University) and Ann Nutt a service user representative from Essex. The management board, National User Group and staff are all disabled people and/or from marginalised communities who are committed to inclusivity and diversity.

We specialise in user-led research and inclusive involvement practice ensuring that diverse and excluded communities are represented in the policy making, planning and delivery of health and social care services.

We work in an accessible and inclusive way and are committed to the equal involvement of people from marginalised and oppressed communities.

## Our vision

A society in which everyone has equal life chances and support for independent living. A society which prioritises inclusion.

## Our mission

We work with people, especially those facing the biggest barriers, to build better more inclusive services and support.

## Our aims

* To promote best practice inclusive involvement of people who use health and social care services locally and nationally.
* To provide resources and research to support organisations and people who take part in engagement activities to have a meaningful and influential experience.
* To deliver inclusive involvement guidance, training and methods so health and social care providers can create better and more effective services for the people who use them.
* To ensure that the experiences of people who use health and social care services are considered by policy and planning personnel.
* To give a shared voice and provide a network to user-controlled organisations.
* To work in an equal and accessible manner so everyone can take part.

For more information visit [www.shapingourlives.org.uk](http://www.shapingourlives.org.uk/)

# Project Manager Job Description

Job Title: Project Manager

Location: Home based with some travel (particularly in Hertfordshire and Norfolk)

Salary: £30,000 to £32,000 (depending on experience) per annum full time

Hours: 5 days per week/35 hours per week between 9am and 5pm (we will consider applications to work 4 days per week/28 hours and/or from freelance workers)

Responsible to: Involvement Manager

Contract type: Permanent with 12 -month probation period

Benefits: 3% Employer contribution to pension and 33 days annual leave (including 8 bank holidays) plus the HMRC tax free working from home allowance.

## Main Responsibilities:

The Project Manager will be responsible for managing innovative and rewarding inclusion and involvement projects for Shaping Our Lives. Included in this is the management of a four year grant from the National Lottery Community Fund (NLCF) which supports Shaping Our Lives transition to a sustainable operating model.

The role is also expected to contribute to generating income from promoting our success as a partner in university research studies and as a provider of consultancy services to health and social care providers; this may include representing Shaping Our Lives at conferences, writing about projects for publication or approaching organisations who may benefit from our services. On occasions the post holder will also be expected to apply for grant funding.

The Project Manager will be critical in maintaining our reputation as a leading provider of inclusive involvement services and will need to have two to three years experience in both project management and involvement practice.

Understanding of working inclusively and knowledge of the culture of a small user-led organisation would be an advantage.

As a small organisation all our staff are sometimes required to work in other areas of our business (with appropriate support). We have an excellent reputation as a successful user-led organisation and are a supportive and friendly team.

### Overview of main tasks:

1. Building on Shaping Our Lives’ track-record, excellent reputation and 26 years of being a leading voice in the inclusive involvement of service users, marginalised communities, Disabled people, their carers and the user-led organisations they are part of.

2. Managing the lottery funded ‘Inclusive Involvement Movement’ four year project; and managing other projects for Shaping Our Lives, initially this will be a two year National Institute of Health and Care Research (NIHR) funded research and involvement project.

3. Completing all project reporting and monitoring requirements and ensuring projects are completed in budget and on time.

4. Delivering project related activities which may include: doing research, providing training and mentoring, facilitating consultation, engagement, involvement or co-production activities with service users, Disabled people, their carers and with people from communities that commonly experience discrimination and inequalities.

5. Supporting the Involvement Manager to secure and grow income through a mix of partnership research, consultancy services and grants. (We do not do individual giving, legacy or community fundraising).

### More details of the main tasks:

1. Building on our track record

1.1 Lead the development and promotion of project work, raising Shaping Our Lives profile and maximising our reach and opportunities for collaboration.

1.2 Be an ambassador and advocate for the organisation's purpose to ensure the inclusive involvement of people from diverse, marginalised and oppressed communities.

1.3 Be committed to and understand the principles of equality, inclusivity and representation of those people who are often excluded.

1.4 Lead by example, instilling a culture of professionalism and inclusion and equal participation for all.

2. Managing the NLCF Inclusive Involvement Movement Project and other grant funded and commissioned projects

2.1 Ensure the NLCF Inclusive Involvement Movement project and other managed projects meet their objectives and outcomes by managing and delivering appropriate activities (with support from the Communications Officer, Involvement Manager, Directors and National User Group).

2.2 Conduct a range of project activities in an accessible and inclusive way which will include: quantitative and qualitative research, surveys, consultations and focus groups, workshops and learning opportunities, training and mentoring, writing accessible guides, reports and web content; and other activities as required.

2.3 Write compelling promotional materials about project work to raise awareness and attract interest in Shaping Our Lives. This may be blogs, newsletter articles, press releases etc (with support from the Communications Officer).

2.4 Build relationships with funders of our work to create opportunities for future funding.

2.5 Ensure that the activities of all projects complement the wider strategic and business plans of Shaping Our Lives.

3. Completing all project reporting and monitoring requirements

3.1 Monitor and evaluate the outcomes of all projects and collaborations, ensuring that monitoring and evaluation activities provide valuable evidence for future funding applications and meet the requirements of the funder.

3.2 Complete all reporting requirements for funders including the National Lottery Community Fund as required.

3.3 Manage and report regularly on project budgets, ensuring there is no overspend and underspends are re-deployed.

4. Delivering ad hoc project related activities

4.1 Contribute to delivering smaller discreet project activities such as: facilitating focus groups; organising surveys; providing expertise and mentoring in inclusive involvement; developing and delivering workshops; and providing training in inclusive involvement related work.

4.2 Assist in the delivery of events for projects and Shaping Our Lives, these may be remote, in-person or hybrid.

5. Contribute to growing income

5.1 Actively seek opportunities for grant and research funding.

5.2 Work with the staff team and members to develop compelling and innovative funding proposals.

5.3 Identify opportunities and collect evidence such as case studies for using in funding applications.

5.4 Complete funding applications with support from the staff team and fulfil application requirements.

## General requirements

1. You must be committed to working in an inclusive way and have an understanding of equality and diversity.
2. To participate in regular supervision and undergo training if required.
3. To attend and participate in remote and in-person meetings including internal meetings.
4. To be able to work as part of a team and co-operate with other staff, the Management Board and the National User Group.
5. be self-administrating and able to work independently.
6. A willingness to be involved in the wider work of Shaping Our Lives.
7. You must follow our internal policies and procedures.
8. To treat confidentially any information about user-led groups, members, service users, and staff that could be deemed as personal, private or sensitive.
9. In addition the post-holder will be required to undertake any other activities appropriate to and commensurate with, their level of responsibility and accountability.

The post holder will be home-based and may on rare occasions be asked to work in the evenings or at the weekend.

# Project Manager Person Specification

## Experience:

1. At least two years’ experience of successfully managing projects (paid or voluntary.

2. At least 2 years’ experience of working in the fields of inclusion and involvement (paid or voluntary).

3. Experience of completing a range of project activities such as research, facilitating engagement activities, writing reports and other outputs, organising events and producing promotional materials.

4. Experience of completing monitoring and reporting requirements for funders.

5. Experience of writing applications and applying for funding.

6. Experience in building positive and productive relationships, with colleagues, partners, funders and service users.

## Knowledge and Skills:

7. Knowledge of co-production and inclusive involvement principles.

8. Excellent standard of written English for a range of purposes including reports and marketing materials.

9. Ability to produce accurate and accessible management and/or monitoring reports (financial and project).

10. Excellent numeric competence and confident user of Excel spreadsheets (for preparing budgets etc.).

11. Excellent monitoring and record keeping skills.

12. Proactive and able to work on own initiative, plan and prioritise own workload to meet funder and organisation targets and tight deadlines.

13. Sound ICT competence and professionally relevant skills for using the internet and social media.

## Qualities:

14. Confident and engaging communicator through a range of media as well as in person (assessed in recruitment process and at interview).

15. Ability to solve internal and external challenges effectively and efficiently.

16. Comfortable with home working for an organisation that does not have offices.

17. Be able to work flexibly as part of a small team.

18. A commitment to helping people from all communities to have a strong voice.

## Desirable Criteria:

19. Experience of making communications accessible to d/Deaf and Disabled people with a range of communication access needs.

20. Experience of working in the user-led sector.

21. Lived experience of being a Disabled person and/or a member of a marginalised or oppressed community.