

# Community Development Project Manager

## Job specification

### **About Volunteer It Yourself (VIY)**

VIY combines volunteering and DIY by challenging young people aged 14-24 to learn trade and building skills, on the job, by helping to refurbish and transform youth and community facilities in need of essential improvements (e.g. youth clubs, community centres, sports clubs, and arts, music and cultural venues).

The majority of young people who take part and benefit are disengaged or excluded from mainstream education and training, at risk of disengagement, and/or unemployed.

VIY participants are mentored by professional tradespeople and gain vocational skills accreditations as well as access to further training, work placement and apprenticeship opportunities with local providers and employers beyond the project.

VIY launched in 2011 and, to date, over 650 youth and community buildings across England and Wales have been repaired/refurbished, involving 12,000 young people and 1,100 trade skills mentors, with 4,500 young people gaining a City & Guilds accreditation.

VIY is scaling rapidly, reaching and benefitting even more young people and communities with the support of our partners, including Travis Perkins, Dulux, Local Authorities, City Councils, GLA, Sport England, Postcode Lottery, Youth Futures Foundation and other grant funders and commissioners. As such, we are now looking for driven and ambitious Project Managers to join the team at this exciting stage.

**We are offering both Permanent and Fixed Term Contract roles until 31 July 2022. Successful candidates for permanent positions will be required to travel to Nottinghamshire/Norfolk regularly until July 2022, after which their location would adopt a regional focus (West Midlands, London, Yorkshire/ Lancashire). Fixed Term appointments will ideally be based in Nottinghamshire or Norfolk, or be willing to regularly travel to/across the county.**

**Applicants are asked to specify their preferred location and whether they are looking for a fixed term or permanent position.**

### **Job purpose**

We are looking for people with a minimum of three years' experience in project management, who are excited about shaping an extraordinary offer for young people to help regenerate their communities and shape their futures. The right candidate will be an organised and passionate person with a proactive, hands-on attitude and the ability to cultivate relationships, motivate and influence people, spot opportunities and solve problems. Multi-tasking and managing multiple projects simultaneously will be an essential requirement.

VIY is fast moving and challenging and this role will require energy, determination and flexibility.

### **The role**

**Reports to:** VIY Programme Director

**Location:** Flexible/Home-based with regular travel.

### **Key responsibilities:**

- Lead on the set-up and delivery of individual VIY projects on-the-ground, including the engagement of clubs, the management of trade skills mentors, project logistics and the overall building and youth outcomes of the project
- Work with the Youth Engagement team to ensure appropriate identification, support and progressions of young people onto the projects and beyond
- Scope project works with support from VIY's Lead Mentor team, Project Management team and Construction Manager and develop appropriate budgets
- Engage with key partners such as Travis Perkins, Dulux and Toolstation to source materials and tools for the project
- Work with VIY's Lead Mentor team, Project Management team and health and safety support to ensure a high standard of safety is maintained across these projects
- Track and report on delivery-focused outcomes/milestones (e.g. no. of projects, no. of young people and trade skills mentors taking part, no. of accreditations and progressions achieved)
- Day-to-day communication with Lead Mentors
- Support implementation of monitoring and evaluation plans, including the use of our Salesforce CRM
- Liaise with Communications Manager to identify positive comms opportunities relating to young people/ volunteers/ mentors
- Regularly travel to project sites as part of the process of scoping and managing the project throughout its duration

### **Person specification**

#### **Skills, experience and knowledge**

##### **Essential**

- A minimum of three years' experience in project management
- Ability to communicate with people/stakeholders of very different backgrounds/circumstances
- Experience of partnership/multi-stakeholder working and liaison
- Passionate and demonstrably committed to social action/community based projects

- Absolute attention to detail
- Ability to work on your own initiative
- Ability to work as part of a team
- Absolute discretion and ability to maintain confidentiality
- Willingness to learn new skills
- Ability to work in a small, evolving and nimble/flexible organisation
- Willingness to work evenings and weekends as required

### **Desirable**

- Experience of working across projects involving multiple sites/locations
- Experience of social action/community based projects
- Experience of projects involving young people and volunteers
- Working knowledge of construction/DIY
- Experience in briefing and managing teams of people
- Experience of working in an evolving and nimble/flexible organisation

### **Terms and conditions**

**Salary:** £27,000- £32,000 per annum (depending on experience)

**Hours:** Full time. Hours are 9am-5.30pm.  
Occasional evening and weekends may be necessary.

**Leave:** 25 days per annum (plus bank holidays)

**Contract:**

We are offering both permanent and Fixed Term Contract roles until 31 July 2022. Successful candidates for permanent positions will be required to travel to Nottinghamshire/ Norfolk regularly until July 2022, after which their location would adopt a regional focus (West Midlands, London, Yorkshire/ Lancashire).

To apply, please submit your CV and a cover letter stating in no more than 750 words how you meet the role's essential criteria; your preferred location, and whether you are interested in a permanent or fixed term role, and where you saw the role advertised to [jobs@teamviy.com](mailto:jobs@teamviy.com). Please quote "Project Manager" in the subject line.

Alternatively, please use the link provided on the relevant recruitment website.

For further information about VIY please visit [www.volunteerityourself.org](http://www.volunteerityourself.org) and email [jobs@teamviy.com](mailto:jobs@teamviy.com) if you have any questions.