



## Project Manager Job Description

**Job Title:** Project Manager, Northern Roots

**Salary:** £30,000 to £32,000, dependent on experience.

**Contract:** Fixed term, September 2023 to June 2024 (ten months), 37.5 hours/week.

**Organisation:** The employing organisation is the Northern Roots charity, registered charity number 1196906.

**Based at:** On site at Northern Roots and within the neighbouring communities.

### Job purpose

Northern Roots is transforming 160 acres of urban greenspace in Oldham into a destination for learning, leisure and growing. The charity aims to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities.

This role provides an excellent opportunity for an enthusiastic, dynamic individual to support local residents and the young people of Oldham to contribute to the conservation, restoration and enhancement of this urban green corridor and the development of the Northern Roots charity.

The successful candidate will join a friendly, supportive and dedicated team, working to the Communications, Arts and Engagement Manager. The role will be very visible, requiring you to meet members of the public on a daily basis, lead and develop engagement opportunities, and help organise, deliver and evaluate a range of community projects and activities.

We are looking for an individual with strong community development and engagement experience, coupled with excellent project and budget management expertise. You will work primarily on a Heritage Lottery funded project we are delivering called 'Beautiful Oldham – Why Not?', as well as supporting other projects within the wider Northern Root's portfolio where needed.

Experience of delivering Heritage Lottery funded projects would be an advantage. Specialist knowledge of the communities of Oldham, and an affinity for horticulture, ecology, arts, culture or outdoor sports would be an advantage.

A creative approach and flexible attitude are essential to this role to ensure the planning and delivery of a programme of activities responsive to the needs of the local community.

**Line Management responsibilities:**

The post holder will be responsible for managing and supporting three panels of Community Champions.

**KEY TASKS:**

The role will require you to:

1. Develop a detailed project plan for the 'Beautiful Oldham – Why Not?' project. Manage a project budget and produce monthly reports, updating and feeding back to Northern Roots and the NHLF. Collect and write up data related to project delivery and impact.
2. Set up and manage a unique community project. Lead three representative teams of Community Champions (20 people in total).
3. Manage a range of community and local stakeholder relationships.
4. Work with Community Champions to raise awareness of and engagement with Northern Roots within focal local communities in a way that is accessible, inclusive and relevant to them.
5. Support Community Champions to recruit residents in the community to take part in the coproduction of a pilot activity programme that responds to needs of a range of different interest and age groups. This could include youth work, social prescribing, creative activities, entrepreneurship, nature-based solutions, fruit and vegetable growing, habitat creation and restoration, citizen science, and creation of interpretation.
6. Support Northern Roots staff, community panels and local community in the delivery of the pilot activity plan. Ensure all participants receive a high-quality experience, engaging, supporting and inspiring them to connect with nature, and the development of Northern Roots.
7. On the basis of lessons learnt from delivering the pilot activity plan, work with Northern Roots staff, community panels and the local community to develop a subsequent 12-month activity plan.

8. Support the Communications, Arts and Engagement Manager in the development and delivery of an event to celebrate the 120th anniversary of the Beautiful Oldham Society.

9. Support the Social Prescribing Lead to deliver and evaluate a pilot social prescribing programme, in partnership with Hilltop GP Practice, Fitton Hill.

10. Lead on project management and reporting activities for the 'Beautiful Oldham – Why Not?' project. Work with the Monitoring and Evaluation consultant to document, monitor and evaluate activity in line with funding requirements.

11. Support other projects within the broad Northern Roots portfolio where required.

12. Adhere to best practice in site management, health & safety and safeguarding procedures and Northern Roots policies, and ensuring that codes of practice are communicated to and adhered to by people participating in activities on the site.

13. Undertake professional development as required by the role and be willing to share learning with others.

14. Actively promote the equalities and diversity agenda in the workplace.

15. Undertake and assist in other duties as may be required from time to time commensurate with the grade of the post

**Holiday entitlement:** 25 days holiday a year (excluding public holidays).

**Employer Pension Contribution:** 3%

**Reporting to:** Communications, Arts and Engagement Manager.