

<b>Job Title:</b>	<b>Project Manager</b>	<b>Department</b>	Wellbeing Centre
<b>Vacancies</b>	1	<b>Job Code/ Req#:</b>	STEP/PM-002
<b>Location:</b>	Oldbury	<b>Travel Required:</b>	Yes
<b>Enhanced DBS</b>	YES	<b>Position Type:</b>	<b>Voluntary leading to paid employment</b>
<b>Hours</b>	20 hrs. a week- flexi	<b>Will Train Applicant(s):</b>	In-house training provided.

**Job Description**

STEPWAY are looking for a highly motivated self-starter with knowledge of the Armed Forces and Ex-Services charity network and the ability to understand the challenges more vulnerable veterans must overcome, particularly those who are struggling within the areas of dynamic need. This person will be based at the West Midlands Wellbeing Centre providing face to face support for veterans and to coordinate and deliver a range of specific activities with the staff/volunteers.

The successful applicant for this role will be highly motivated, have a track record of delivering high quality results, with a strong beneficiary focus and be capable of working to targets and deadlines. Strong communication, IT and organisational skills are essential along with mentoring and coaching skills. Experience & knowledge of the local government agencies and the ability to talk to a network of contacts. Will have a strong commitment to working with each veteran equitably and without prejudice, including those who are arrested for violent or sexual offences.

On-going training will be provided for the right applicant. A good understanding of the employment market and vocational training are highly desirable.

**SPECIFIC RESPONSIBILITIES**

Support the team at the Wellbeing Centre to create and maintain strong working relationships with referring organisations in the community.

To undertake the research and create new referral systems with local charities and organisations who provide a service to the Veteran community.

**MANAGEMENT OF STAFF AND VOLUNTEERS**

- Recruitment drives for volunteers.
- To deliver in-house training to new volunteers (training provided)
- Weekly team meets with project leads at the Centre.

**MAIN RESPONSIBILITIES**

- Manage and oversee all projects at the Wellbeing Centre

- When required undertake other tasks to support the delivery of Projects within the Wellbeing Centre.
- A monthly project report including data capture to be sent to the Operations Director- Tina Dales. [tina.dales@stepway.org](mailto:tina.dales@stepway.org)

#### **PERSON SPECIFICATION ESSENTIAL COMPETENCIES**

- Empathy with and a good understanding of ex-forces personnel and the challenges they can face.
- Highly motivated and independent, capable of working remotely from the Operations Director
- Highly organised with strong IT skills and experience of using Microsoft 365.
- Strong communicator.
- Excellent team players who will contribute to a diverse and dedicated team.
- Driving license and use of own car.

To provide cover or find sustainable cover for when staff are on leave.

To provide details to the Regional Coordinator-Neil Binder. [neil.binder@stepway.org](mailto:neil.binder@stepway.org) of any Partnership opportunities.

**This person in this role will require to undertake an Enhance DBS Disclosure and Police Vetting.**

#### **ADDITIONAL NOTES**

We guarantee to interview anyone with Armed forces background whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of skills and experience defined as essential within the person specification for the position.

STEPWAY is an equal opportunities organisation and Disability Confident employer, and we encourage applications from all backgrounds and communities.

**TO APPLY FOR THIS POSITION, PLEASE CONTACT-**

**Regional Coordinator-** [neil.binder@stepway.org](mailto:neil.binder@stepway.org) T. 073987 32595