

## Job Description

<b>Job Title:</b>	<b>LCCT Project Manager</b>
<b>Hours:</b>	28 hours per week, can be worked flexibly as long as needs of role are met
<b>Contract:</b>	3-month probationary period
<b>Responsible to:</b>	LCCT Trustees
<b>Working with:</b>	LCCT Core Team (3 part-time staff), LCCT member projects (15 small projects), LCCT membership body (45).
<b>NJC Salary Scale:</b>	NJC pt 31 - 35 (£28, 221 - £31, 401) Pro rata to 28 hrs
<b>Locations:</b>	Based at LCCT Office at Bennett Road, Headingley but can include home working. Will include travelling within Leeds to project locations and other places.

LCCT is a Christian charity has been running since 2003 in Leeds; it currently acts as a 'Hub Charity' for 15 different small community projects working in a range of communities and fields of work. The member projects benefit from central services such as accountancy, insurance, and policies, as well as some development support and learning opportunities, and members meet regularly to support each other and make decisions as a membership body. For more details see [www.lcct.org.uk](http://www.lcct.org.uk)

### **Purpose of Role:**

Working closely with trustees, to be responsible for the overall strategy and fundraising for LCCT core services, leading to a sustainable path for the organisation; alongside this to manage and develop the core staff team and service to projects, and to work with and provide advice and development support to the member projects according to their needs within agreed time parameters.

### **Main Responsibilities**

1. To lead and manage the LCCT staff team, including:
  - Supervision of core staff, including annual appraisals
  - Work with team to agree and allocate duties, reviewing job descriptions as necessary
  - Arrange and lead regular team meetings
  - Collate team action plan and use as a tool with the team for review of progress on strands of work
  - Lead on recruitment and induction of new staff and volunteers
2. To research and identify sources of funding and secure sufficient money for core LCCT work (Current target £45,000 per year)
  - To research which Trusts and Foundations to apply to and write good quality applications throughout the year

- To strategically assist member projects in their own fundraising and thereby increase the contributions from projects to the core, which can include co-ordinating joint bids across several projects
  - To manage Network Leeds trading income
  - To establish systems for recognising existing donors, and work with the team and trustees on running initiatives for increasing donations
  - To provide / arrange consultancy services for external clients to bring in extra income
3. To manage the service and organisation
- To work with the member projects and core team on shaping the core functions to meet project needs, but within budget restrictions
  - To identify and implement ways of improving systems to work more efficiently towards our goals
  - To facilitate assemblies and trustee away days.
  - To oversee and direct outward communications and visible image
  - To oversee the core LCCT budget and related cost centres. To oversee the operation of Network Leeds website
  - To oversee the Leeds Lent Prayer Diary project
4. To take the lead in developing the strategic plan for LCCT, with clear outcomes for sustainability, working with trustees and staff, and consulting with members as part of the process at relevant stages. This includes drawing up agendas for Trustees' meetings and writing reports and plans accordingly.
5. To provide developmental or emergency support to projects.
- To offer support when needed, but also develop ways of encouraging this through involvement of trustees or other projects when possible.
  - To encourage involvement of projects and members in the community of LCCT
  - To meet with projects wanting to join, facilitating process of approval and induction if accepted, involving trustees and other as appropriate.
5. To ensure that involvement with other networks is maintained.
- To attend or arrange for someone from LCCT to attend relevant meetings
  - To explore possible collaborative partnership working opportunities

**Application format: The trustees have requested a detailed cover letter and CV explaining your suitability for the advertised role. There is no application form.**

**Deadline Friday 31<sup>st</sup> May 2019 at 4pm  
Interviews Monday 10<sup>th</sup> June in Headingley.**

**For an informal chat about the role please contact Rhoda Wu on 07951693050.**

## Person Specification

### Experience

1.1	Experience of strategic or business planning and development	Ess
1.2	Experience of managing a team effectively	Ess
1.3	Minimum 2 years' experience of staff supervision with a collaborative and developmental approach	Ess
1.4	Minimum 2 years' experience of successful fundraising for a charity, including writing funding bids	Ess
1.5	Experience of community projects or community development	Ess
1.6	<i>Experience of managing change in an organisation</i>	<i>Des</i>

### Skills, Abilities, Knowledge

2.1	Working knowledge of voluntary sector funding sources and other viable methods for fundraising	Ess
2.2	Ability to think creatively and realistically about other ways of increasing income - e.g. possible trading or partnership work opportunities	Ess
2.3	Self-motivating, working with limited supervision	Ess
2.4	Ability to manage competing priorities whilst maintaining a strategic focus	Ess
2.5	Ability to read and work with budgets in Excel or similar applications	Ess
2.6	Ability to write clear reports and plans	Ess
2.7	Excellent interpersonal skills, including consultative and negotiation skills	Ess
2.8	Ability to build capacity in others and help them to develop their skills	Ess
2.9	Ability to work positively and effectively with a range of stakeholders including trustees, steering groups, community project leaders and volunteers	
2.10	<i>Knowledge of Leeds area</i>	<i>Des</i>
2.11	<i>Knowledge of small voluntary sector projects and their needs and stages of development</i>	<i>Des</i>

### Personal Qualities / Other

3.1	Commitment to the ethos and values of LCCT	Ess
3.2	Practising Christian (GOR)	Ess
3.3	Able to think of new ideas and be willing to take some risks, taking others with you	Ess
3.4	Persuasive and patient	Ess
3.5	Willing to work some evenings	Ess
3.6	Good leader with a collaborative approach	Ess