



Job title	PROJECT MANAGER - LOCAL ECONOMY
Salary band	£32,000 - £40,000 p/a
Hours	37 Hours p/w (will consider p/t or job share)
Location	North Birmingham
Accountable to	Chief Officer, Witton Lodge Community Association
Post-term	Permanent

Working relationships

Internal	External
Board members	Strategic & Delivery partners
Senior managers	Community Partners and Social Enterprises
Co-workers, staff, volunteers	Funders & Commissioners
	Professional Advisors

JOB DESCRIPTION

Summary

Reporting to the Chief Officer you will work with key stakeholders and communities to implement and update the North Birmingham Economic Framework and Action Plan.

1. Adopting a strategic, yet locally community-rooted response, you will work with stakeholders to align economic initiatives and priorities that produce demonstrable results for local residents and businesses in North Birmingham.
2. Promoting collaborative action and new ways of working, you will help to develop projects and services; and ensure accountability for results that makes 'inclusive growth' a reality in North Birmingham.

Key tasks and responsibilities

- Working closely with communities and stakeholders, building strong working relationships to facilitate the development and delivery of the North Birmingham Economic Framework and Social Economy Prospectus.
- Developing new relationships and partnerships and, where necessary, securing resources to develop, adapt, or scale services to create a strong legacy of inclusive growth in North Birmingham.
- Managing staff, contractors, and consultants (as required), budgets, and other resources to develop and deliver projects and services in North Birmingham.
- Establishing and maintaining a strong network of diverse community partners and social enterprises from across North Birmingham with an interest in local economic development, employment, or community-based learning.
- Ensuring cross-cutting themes (equality and sustainability) are firmly embedded and addressed within each of the agreed workstreams.



- Maintaining effective communication channels, such as the BEST Online portal and, where necessary, new platforms to ensure opportunities are effectively promoted to local residents, businesses, and stakeholders.
- Producing Monitoring and Performance Reports to the North Birmingham Economic Recovery (NB:ER) Board, taking responsibility for follow-up actions to ensure deliverables are achieved.
- Organising meetings, seminars and workshops associated with the North Birmingham Economic Framework and Social Economy Prospectus, and ensuring actions are followed through.
- Work collaboratively with NB:ER Board members, utilising their expertise and resources to support the delivery of strategic priorities, and celebrating their contributions.

2. PERSON SPECIFICATION

Experience

Essential

Strong track record of success and achievement in economic development, social economy, or employment-related fields.

Experience of successful partnership working with a diverse range of stakeholders and communities to devise and implement strategies and plans.

Experience of developing and managing projects with staff and budget management responsibilities.

Experience of successfully securing funds to develop and deliver services, creating legacy beyond the usual time-limited projects.

Experience of project monitoring and reporting to a range of stakeholders.

Skills and Qualifications

Essential

Excellent relationship management and negotiation skills coupled with drive and tenacity to achieve.

Excellent organisation, planning and project management skills.

Excellent interpersonal and communication skills (written and verbal).

Able to work independently and as part of a team to plan, manage and deliver outcomes within given timescales.

Proficient IT skills, including word processing, spreadsheets, email, online meeting platforms.



Other requirements

Witton Lodge Community Association is committed to safeguarding and promoting the welfare of all its learners and clients. To meet our safeguarding responsibilities, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

An enhanced Disclosure & Barring Service Certificate (DBS) will be required for all appointed posts.

Witton Lodge Community Association operates a Quality Management System (QMS) that has gained ISO 9001:2015 certification and staff are expected to develop and continually improve systems, processes and enhance customer satisfaction by our Quality Policy - Ensuring that customers' needs, and expectation are determined and fulfilled - Setting Quality Objectives for your work area - Reviewing, monitoring, and measuring the effectiveness of QMS.