

Job Title:	Project Manager
Service:	KIKIT Pathways to Recovery
Project:	BLF – Gangster Jihadi
Reporting to:	Managing Director
Contractual agreement:	18.8 hours per week 4 year position Commencing: 2018 - 2021
Salary:	£14,755 per annum
Supervisory responsibilities:	Frontline staff/ Volunteers/ Placements
Closing date:	2nd November - 12pm

We are hiring a self-motivated Project Manager with experience delegating to 7 or more staff members. The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with other departments to ensure all aspects of each project are compatible & delivered as required & to a high standard. We are looking for a creative and dedicated individual who will fit with our collaborative culture.

Purpose of the Role:

- To provide comprehensive management and supervision for all of KIKIT Pathway to Recovery’s day to day project activity, in order to have a positive and long-lasting impact on vulnerable individuals, families & community members engaging with the BLF – Gangster Jihadi Project.

Responsibility

- Delegate project tasks based on staff members’ individual strengths, skill sets and experience levels
- Track project performance, specifically to analyse the successful completion of short- and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Develop monthly, quarterly & annual reports

Qualifications & skills

- Minimum Health & Social Care L5
- Past experience as a Projects Manager within the Health & Social Care sector

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Experience & skills

- Reliability and Discretion
- Excellent communication skills in person and on telephone
- Ability to work independently
- Adaptability
- Excellent Organisational Skills
- Problem Solving Skills
- Leadership and ability to make things happen
- IT Skills and Microsoft Office Packages - Word, Excel, PowerPoint, Outlook, Publisher
- Excellent Attention to Detail