

**Job Description: Ashford Together Projects Manager**

*This document should be read in conjunction with the 'Ashford Together Projects Manager Job Specification'.*

**Duties & responsibilities:**

- Provide day-to-day oversight and management of all Ashford Together projects and provide line management responsibility for individual Project Coordinators, supporting them with overseeing volunteers. You will be the first point of contact for incoming Ashford Together referrals and enquiries and be responsible for timely and appropriate responses and onward referrals.
- Manage the Ashford Together monthly budget and authorise expenditure for projects, with support from the trustees.
- Alongside Project Coordinators support initial training of new volunteers so they are aware of the vision and values of Ashford Together.
- Support Project Coordinators to recruit volunteers and ensure volunteer satisfaction in their role. Ensure personnel have DBS checks and safeguarding training as needed.
- Fulfil the role of Safeguarding Officer
- Facilitate 'professional supervision' of whole team
- Alongside Project Coordinators, develop and manage relationships and links with other professional agencies and organisations across Ashford. This will include, but is not limited to, running regular professionals' events, providing email updates to referrers as necessary, attending team meetings for external agencies and proactively engaging with and looking for new organisations to establish relationship with. This will require close working with the Project Coordinators and trustees to ensure distribution of tasks and effective communication.
- Ensure all projects are collecting and recording relevant data which is stored and used in line with General Data Protection Regulations (GDPR). This may include the use of dedicated admin personnel and will include using electronic systems and hard copies of data on occasions.
- Work closely with the Project Coordinators to identify individuals and families that could benefit from more intensive support and work creatively with the team and partners to deliver this support to the right individuals and families in the right way.
- Liaise with the trustees and Strategy and Development Manager to help secure grants to ensure Ashford Together is able to grow and develop and continue to meet the needs of people in Ashford, expanding as needed.
- In conjunction with the trustees, Strategy and Development Manager and Project Coordinators, maintain and update the strategic plan to ensure that Ashford Together

continues to create and provide spaces for people to build positive relationships, encounter God and to receive appropriate support.

- Liaise and work with church partners to ensure that Ashford Together and churches are supporting communities holistically.
- Consistently employ IRTDMN (Identify, Recruit, Train, Deploy, Monitor, Nurture) principles to raise up volunteers and leaders within Ashford Together.
- Work towards Ashford Together projects being available 5 days per week to community members and professionals.
- With the Projects Coordinators and church partners consider establishing regular community celebration events.
- Be proactive in pursuing new projects and with the trustees understand and plan how implementation of these will positively impact people and communities in Ashford and help people to break the cycles of poverty.
- Manage and develop Ashford Together social media presence, working with the IT and social media contractor to ensure consistency and effectiveness of Ashford Together communication. Monitor the Ashford Together website and request updates as needed.