

ENTRAIDE (MUTUAL AID)

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Job Description Project Manager

ENTRAIDE (Mutual Aid) has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Homework Club & Supplementary Education Project Manager
Employment Status	Temporary (funded up to 30 th August 2023)
Working Hours	10 hours per week
Responsible to	UK Programme Manager and Board of Trustees
Location	Three Trees Community Centre (Remotely at the moment due to Covid-19)
DBS Check	The successful applicant will require a satisfactory Enhanced DBS check
Special Conditions	

1. Background & Job Purpose

Entraide is a small registered charity based in North Solihull. Our aims are to promote the wellbeing of refugees and asylum seekers in Solihull and the surrounding area and to facilitate their integration into society.

Entraide has received a 3 years grant from BBC Children in Need for its Homework Club & Supplementary Education Project. This is an after school club developed to assist refugee and asylum seeking children and young people in the area, where English is their 2nd language. The Homework Club & Supplementary Education will be held once a week in the afternoon (3:30pm to 5:30pm) on a day to be agreed in consultation with children and their parents/ carers with extra educational activities and events throughout the year and in the summer holidays.

As part of this, we are looking for a part-time Project Manager (10 hours per week) to support the Board of Trustees in the implementation of the project.

The Homework Club & Supplementary Education Project Manager will be responsible for the development, implementation and daily management of the project.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none">• Lead role in the planning, implementation and delivery of the Homework Club & Supplementary Education Project.• Lead role in the recruitment, training and supervision of teaching assistants & volunteers (advertisement, processing applications, interviews, police checks, references)

	<ul style="list-style-type: none"> • Lead Teaching Assistants & volunteers in setting up a safe environment for each session that promotes education and learning. • Organise planning sessions and educational activities ensuring that children and young people are fully involved at each stage; • Liaise with other agencies as required including local primary and secondary schools in the area, social services, GP surgeries, the Early Help Service, etc. • Provide feedback to children, parents and their schools regarding children's progress • Keep records of activities organised, attendance, progress made by children, etc. • Collect feedback from children, parents and other agencies to improve project delivery • Produce regular reports for the board of trustees and the funder (BBC CiN) and coordinate the final evaluation of the project; • Be aware of safeguarding procedures and be able to follow them where necessary.
2.2	People
	The Project Manager will have the responsibility for the supervision, direction and coordination of 3 Teaching Assistants and Volunteers.
2.3	Safeguarding
	ENTRAIDE is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The postholder will be responsible for managing the Project's Finances under the supervision of Entraide UK Programme Manager & Board of Trustees.
2.5	Buildings & Equipment
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in ENTRAIDE's Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant ENTRAIDE policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility

	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the ENTRAIIDE they may be required.
3.2	Equal Opportunities
	ENTRAIDE is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the ENTRAIIDE therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The ENTRAIIDE is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.6	Core Qualities & Leadership Framework
	The ENTRAIIDE expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	Felix Kupay
Date:	January 2021

Person Specification – Project Manager

	Essential	Desirable
Qualifications	Qualified Teacher/ Retired Teacher Status	Evidence of further educational study
Experience	<p>The Project Manager should have an understanding of:</p> <ul style="list-style-type: none"> • Teaching the new curriculum. • Assessment procedures to determine accurate child progress • Monitoring of child tracking system and evaluating child progress against end of year and end of key stage targets 	<p>In addition to this the Project Manager may have had experience of:</p> <ul style="list-style-type: none"> • Working in at least one educational institution • Teaching across all key stages • Holding at least one curricular responsibility. • Working with stakeholder groups
Knowledge & Understanding	<p>The Project Manager should have good or outstanding knowledge and understanding of:</p> <ul style="list-style-type: none"> • National curriculum (Primary & Secondary) • Assessing child progress and moderation of children work • Planning to meet the needs of all children • Ability to plan cross-curricular themes. • The statutory requirements of legislation concerning Equal opportunities, Health & Safety, and safeguarding children. • Project management skills (implementation, monitoring, evaluation and reporting) • Experience of managing, supervising and supporting volunteers 	<p>In addition to this the Project Manager may have good or outstanding knowledge and understanding of:</p> <ul style="list-style-type: none"> • End of Key Stage Assessment Tests • Using data analysis in order to improve child progress
Skills	<p>The Project Manager will be able to:</p> <ul style="list-style-type: none"> • Demonstrate good or outstanding classroom practice • Participate effectively in strategies to support staff development • Actively contribute to a positive team spirit, delegating and negotiating, when necessary, with sensitivity • Excellent communication skills within year group • Ability to manage effectively all children behaviour and learning behaviours • To be aspirational and inspirational to parents, children and other members of the team 	<p>In addition, the Project Manager may also be able to:</p> <ul style="list-style-type: none"> • Participate in the establishment of links with parents, schools and the wider community • Teach children across the primary and secondary range • Ability to support, delegate and model outstanding practice.

Personal Characteristics	The Project Manager should have/be: <ul style="list-style-type: none">• Highly motivated and inspirational.• Have the ability to work collaboratively.• Be able to use own initiative.• Openness to personal reflection, to improve project's practice• A positive and determined approach to work• Determination to give the best possible education to children at Entraide	
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