

North East Mission Job Description Form

Job Description	
Job Title:	Project Manager
Department/Location:	Durham, North East
Reports to:	Trustees of North East Mission
Staff Responsibilities: Volunteer Coordinator, Volunteer Leadership Team & Core Teams	
Hours of work:	15 per week (can be used flexibly to fit the demands of the role)
Salary Range:	£15 per hour. Overtime may be possible
Period of employment:	October – March (5 months)
Summary of Position: NEM is Christian Organisation whose purpose is the prevention or relief of poverty and homelessness in the North East of England in various ways. This role provides the organisation with project and the delivery of the charity's Durham Winter Night Shelter. It is a public facing role and is accountable to the Board of Trustees.	
Primary Responsibilities	
<ul style="list-style-type: none"> • Manage, develop and lead Durham Winter Night Shelter, being present at the shelter for 2 hours a night (open Friday - Sunday nights). • Coordinate the charity's volunteer force, organizing preparatory training ahead of the Night Shelter's opening. • Oversee, manage and motivate the NEM Project Team. • Respond in a timely manner to NEM communications and any project communication channels in operation. • Liaise with external organisations including the County Council, Sanctuary 21 and others as necessary. • Liaise with Shelter projects nationally; building relationships and sharing knowledge and best practice. • Create/ Support a fundraising plan for NEM along with the Fundraising support lead. • Publicly represent NEM as a Christian Organisation at events, in publications and online where required. • Assessment of potential new projects, presenting them to the Trustees and developing them into action via a project management plan. 	
Personal Specification	
	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • GCSE Maths, English
Experience	<ul style="list-style-type: none"> • Working/volunteering in the Charity Sector
Qualities and Attitude	<ul style="list-style-type: none"> • Self-motivated • Excellent communication skills
Competencies	
Able to manage a team	Able to delegate effectively
Able to work independently & in a team	Experience of fundraising
Self-motivated and driven individual	Experience of the issues the charity tackles
Used to coordinating projects, timelines and requirements	Awareness of the Christian Ethos the charity promotes
Excellent communication skills	
<p>How to Apply? Email your CV and Cover Letter to northeastmissionuk@gmail.com by the 5th September 2023.</p> <p>CVs should be no longer than 2 sides of A4 paper and your cover letter should explain why you are suitable for the role of Project Manager and should not exceed 650 words. If you would like to ask any questions about the role please email the address above.</p>	

Prepared by the Trustees of North East Mission, 08/08/23 (Charity Number 1185097)

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.