

**Mind in Haringey**

Station House

73c Stapleton Hall road

London N4 3QF

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Company limited by guarantee.

Registered in England and Wales

Reg No: 2125188

Reg. Charity Number: 801618

**Projects Manager**

**Salary:** £28,000-£30,000 (pro rata 22.5 hours)

**Responsible to: CEO**

**Based at:** Station House, 73c Stapleton Hall Road, N4 3QF / homebased

**Terms: 22.5** hours per week excluding breaks. Fixed Term 1 year contract, may be extended. **Hours:** 9am – 5pm

**Closing Date**: Friday 6th August 2021

**Interviews on** Friday 13th August 2021

**Our vision is that everyone in Haringey with a mental health problem gets the support and respect they need and deserve**

Our Mission

Our mission is to support anyone in Haringey with mental health issues by listening to people, defending their rights and helping them to lead fulfilling lives.

Our Values

* We listen with care, respect and reassurance to everyone we encounter
* We seek to influence and improve mental health services in Haringey, raising awareness and challenging stigma and discrimination
* We are committed to easy and equal access to mental health services for everyone in Haringey
* We consider opportunities for collaboration when developing services
* We seek continuous improvement in all we do

Join Mind in Haringey at pivotal point in our development! We are a small but ambitious charity providing mental health and wellbeing support to the community and are seeking to recruit a Projects Manager to be part of a management team who work in collaboration to ensure the sustainability of the charity and to meet the growing need of Mental health in Haringey.

The main purpose of this role is to manage and ensure the delivery of the projects we provide, by supervising, managing and supporting our current Project workers.

You will work with a wide variety of underrepresented communities across the borough to deliver the projects we deliver and develop.

You will be responsible for the successful delivery of Projects, working with the project workers, co-producing the design of all marketing collateral across multimedia platforms.

Methodical and well-organised in your approach, you will have significant proven experience of managing people.

You will be experienced in identifying and responding to the risks and needs of the community. With an up-to-date knowledge of current mental health / wellbeing practices and legislation, you will have the ability to build and develop close and supportive relationships with other voluntary / community organisations and statutory agencies across the borough.

You will be responsible for managing, reporting and monitoring deadlines for the grant funder in each given timeframe.

You will have the ability to use Office 365 packages and CRM systems.

All candidates must demonstrate a commitment to the ‘Vision’ ‘Mission’ and ‘Values’ of Mind in Haringey. Successful applicants will be expected to work across the borough.

We offer a competitive salary, 28 days annual leave (pro rata) and pension scheme. You will have access to Mind in Haringey wellbeing activities and support as an employee.

Mind in Haringey is proud to be a leader in its field and a London Living Wage Employer. We have leading edge systems for supervision, quality management and development in all we do.

**Person specification**

Responsibilities for Project Manager:

* To supervise and manage the current project workers to deliver quality, outcome-focused strength based growing projects at Mind in Haringey
* Working alongside project workers determine and define project scope and objectives and delivery plan
* Predict resources needed to reach objectives and manage resources in an effective and efficient manner
* Prepare budget based on scope of work and resource requirements
* Track project costs in order to meet budget
* Develop and manage a detailed project schedule and work plan with project workers
* Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
* Manage grants and liaise with grant funders by assigning tasks and communicating expected deliverables
* Ensure that all Mind in Haringey’s best practices, policies and procedures are adhered to and appropriate training and development to ensure quality of service throughout entire project delivery
* Monitor progress and adjust as needed
* Measure project performance to identify areas for improvement
* Collaboration with other Managers to ensure the sustainability of the organisation
* Ensure that all project delivery is anti-racist and trauma informed.

**Qualifications and personal attributes for Project Manager:**

* Degree in relevant professional/related field
* 5 years of project management and related experience
* Proven ability to solve problems creatively
* Strong familiarity with project management software tools, methodologies, and best practices
* Experience seeing projects through the full life cycle
* Excellent analytical skills
* Strong interpersonal skills and extremely resourceful
* Proven ability to complete projects according to outlined scope, budget, and timeline
* Strong knowledge of community work and issues for racialised communities
* Excellent interpersonal skills