Community Resilience Project Manager

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| Job Level | 4 | Job reference No. | (PO0000027GS) |
| Directorate | UK Operations  | Role Review |  |
| Reports to | UK Community Resilience Development Lead | Service Function | Community Resilience  |

Scale and scope of role

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| Direct Reports | Up to 4 | Indirect Reports  | Project interns and Volunteers  |
| Budgetary responsibility / accountability | Up to £15K | Accountability for other resources  |  |
| Reach and impact | Responsible for coordinating and structuring the development and delivery of the Community Resilience Programme across the UK. Working with a range of community organisations/groups, blue light responders, local authorities and Local Resilience forums to ensure programme outcomes are delivered. |

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives. We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

To coordinate and structure the development and delivery of the Community Resilience Coordination Programme across the UK. The programme is part of a partnership between British Red Cross and Aviva and aims to enable communities to not only help each other but also become a supportive resource to the public services in emergency environments. As part of this partnership the programme aims to establish a sustainable and scalable model of engagement for community and voluntary sector organisations.

Main responsibilities

Project definition and design

* Pro-actively undertake new partnerships with Local Authorities and Voluntary and Community Sector Networks and Organisations to ensure the development of the programme.
* Support and guide the undertaking of environmental scan/needs analysis across different boroughs through interviews, group consultation and surveys.
* Coordinate the designing of participatory methods and underpinning co-production principles to ensure communities and key stakeholders can influence the development of the programme.
* Define consultation strategy to identify training needs for community organisations/groups, blue light responders, local authorities and Local Resilience forums.
* In collaboration with Aviva, develop an evaluation framework and approach
* Organise a programme delivery timeframe and plan
* Develop a communications and marketing plan.

Project Management and Delivery

* Enable the effective delivery of the Community Coordination Programme, managing programme budget, defining staff responsibilities and determining the numbers of volunteers to be involved.
* Conduct debriefs after training, workshops and exercises to identify and share learnings. Support and guide the team with data analysis and reporting.
* Lead the development of resources and tools to assist communication and coordination during emergency responses between local community groups and the local authorities
* Support and guide the team as they assist community groups to undertake social network analysis, identifying their vulnerability and capabilities and risk analysis
* Support and guide the team as they assist community groups and individuals to develop local Emergency Plans
* Develop a business plan to determine a programme scaling strategy – bringing technical and operational expertise and experience to enable the effective and sustainable delivery of the Community Resilience programme.
* Lead the development of a final ‘Project Package’ of learning, tools and resources that can be shared to aid continued growth of the work developed.

Stakeholder management

* Develop and maintain positive relations with external organisations.
* Develop links with key local community and faith-based organisations that provide services and support to their communities.
* Meet project funding milestones and expectations, working closely with BRC fundraising colleagues.
* Responsible for building collaborative relationships, driving forward links within the community, local authorities and voluntary sector organisations and networks to achieve key indicators.

Advising and Reporting

* Provide regular programme progress and reports to project board.
* Collaborate with senior managers and provide proactive insights and advice in the review of Community Resilience policies, strategies, and practices.
* Establish a sustainable and scalable partnership model with local authorities and key voluntary and community sector partners to monitor the development of the programme.
* Hold regular progress meetings with key institutional stakeholders, senior managers and directors in local authorities’ civil protection and community engagement departments and directors of voluntary sector networks.
* Provide reports, learning logs and data updates at regular intervals.

Team Leader

* All team members understand their responsibilities and objectives
* All resources involving staff managed in accordance with BRC policies and procedures
* All staff are kept informed of relevant organisational plans and updates on development
* Team ideas and comments are communicated and forwarded appropriately.

Team Member

* Actively participates in all team meetings
* Supports other team members
* Work and behaves in accordance with all BRC policies and procedures
* Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society’s values (inclusive, compassionate, courageous and dynamic).

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

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|  | Requirement  | Evidenced obtained A grey rectangular object with black border  Description automatically generatedthrough Shortlisting (S) Interview (I) or Assessment (A)  |
| Knowledge and Skills  | Essential  | * Organisational skills
* Project management
* Team management
* Stakeholder management
* Understanding of approaches to co-design in service design, delivery and evaluation
* Understanding of community engagement and community resilience within complex institutional

frameworks * IT skills
* Time management
* Prepare, manage and monitor budgets
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| Desirable  |  |  |  |  |
| Experience  | Essential  | * Developing and management complex community engagement programmes, building innovative service products and delivering strong impact on communities
* Building partnerships with communities and voluntary sector organisations in an emergency response environment
* Managing stakeholder relationships, helping negotiate solutions to complex problems
* Liaising with a range of statutory and voluntary agencies and local government
* Working in a diverse community-based setting
* Working collaboratively on projects
* Public speaking, presenting and training
 | S S S S  | I I  |  |
| Desirable  |  |  |  |  |

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| Behaviours  | FOCCUSING ON PEOPLE IN CRISIS Systematically engages with people in crisis. * Takes accountability for people in crisis, communities and/or other advocates, beyond service improvements, on an ongoing basis.
* Encourages others to think from those perspectives.
* Actively engages people in crisis in the ongoing planning and shaping of services.

EMBRACING AND LEADING CHANGE Promotes constructive change. * Implements constructive changes successfully and supports others to do so.
* Overcomes obstacles and deals with resistance around doing things differently, sensitively and respectfully.

WORKING COLLABORATIVELY Pro-actively builds collaborative relationships internally and externally. * Takes the time to be curious, gets to know others and their perspective, formally and informally.
* Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions.
* Helps others to understand the common ground.

COMMUNICATING AND INFLUENCING Takes multiple steps to communicate and influence. * Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively.
* Influences others using compelling, well thought through arguments to build support and engagement.
* Provides explanations, raises awareness of issues and sends consistent messages in order to support progress
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| Additional requirements  | Essential  | - Ensures inclusive practice and promotes diversity Able to work and travel extensively throughout the area on a regular basis as appropriate  |  |  |  |
| Desirable  |  |  |  |  |

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.