**Pitsmoor Adventure Playground CIO**

**Job Description for Funding and Project Manager**

Post Title: **Funding and Project Manager**

Responsible to: Pitsmoor Adventure Playground CIO Trustees

Responsible for: Staff when involved in developing new services and projects

Hours: 30 hours per week

Salary: NJC spinal column points 23 to 25 (2023/24: pro rata to £32,076 - £33,945)

Pension: Stakeholder Pension Scheme

Annual Leave

entitlement: In line with statutory entitlements

**Introduction**

The Funding and Project Manager and the Play Manager are jointly responsible for operational oversight of the site and premises, agreeing and allocating their individual responsibilities for day to day operational practice and procedures.

**Scope of the job**

The Funding and Project Manager has responsibility for the financial record keeping, oversight of budgets and strategic development of Pitsmoor Adventure Playground and partnership projects to support our aims and objectives.

To secure the long-term sustainability of the playground through the diversification of income streams and applications to potential funders.

Working with the Play Manager

Developing and delivering the vision and ethos of Pitsmoor Adventure Playground, including the initiation of strategic partnerships and leading projects to support our aims and objectives.

Managing the playground site and facilities, ensuring the site is creatively developed to meet the needs of children and young people, and maintained to high standards of safety and security.

Providing information to the Board and funders for monitoring and evaluation purposes and for promoting the playground to users, stakeholders and potential supporters, funders, public bodies.

Reviewing and developing the policies of the playground, especially those concerned with Equal Opportunities, Health and Safety, Safeguarding children / Child Protection, ensuring that the service meets statutory requirements under relevant legislation.

Supporting the Board of Trustees, in accordance with Charity Commission guidance, towards the recruitment of new trustees promoting diversity, equality of opportunity and ensuring the Board of Trustees has the skills and abilities to fulfil its statutory responsibilities.

1. **Finance and Fundraising**
2. Developing fundraising strategies and opportunities to diversify streams of income. Building relationships with potential sponsors / funders, developing partnerships to explore other relevant opportunities that align with the vision and ethos of the charity.
3. Preparing and submitting bids for external funding, including the preparation of financial information and ensuring that all monitoring requirements, contractual and financial reporting obligations are met.
4. Providing information and regular reports to the Trustees and funders and others as required on outcomes for children, young people and families who attend the adventure playground.
5. Oversight of finance functions including liaison with payroll provider and independent auditor.
6. Ensuring administrative procedures of the playground are robust and contribute to the efficient organisation and maintenance of the working environment.
7. **Staff management responsibilities**
8. To provide support to existing and/or new staff and volunteers undertaking specific project work.

Jointly with the Play Manager

1. To attend Trustee meetings and provide regular reports to Trustees on progress, activities and concerns.
2. To hold regular team meetings and ensure effective communication within the team, delegating tasks and responsibilities to other team members when appropriate.
3. To develop and review policies and procedures relevant to the running of the playground, ensure that all staff are aware of these policies and follow good practise including those relating to Health and Safety legislation and Safeguarding Children
4. To act in accordance with current legislation, national, local and organisation policies and Sheffield Safeguarding Partnership procedures on safeguarding children and child protection and ensure all staff are competent and confident to act in accordance with Safeguarding Children policies and procedures and their professional and personal duty of care
5. **Partnership & outreach work**
6. To support older children and young people towards successful transition into other youth services and provision, enabling them to develop their skills and experience, to be active citizens and positive role models.
7. To develop appropriate methods of consultation and participation for children, parents and carers to contribute towards the evaluation and development of PAP.
8. To encourage children, particularly older children and young people, to contribute and participate in the decision-making processes at PAP.

Jointly with the Play Manager

1. To develop a programme of events, training and workshops taking place at the adventure playground during times it is closed for open access use.
2. To work in partnership with appropriate bodies and agencies, including other voluntary organisations, local and city wide, SCC, schools, and the local community.
3. To represent PAP at meetings as appropriate, e.g. community forums and partnerships. To participate in local initiatives to improve play provision. To attend meetings of these agencies and actively participate in forums when required.
4. In conjunction with the Trustees, to consult, seek advice and guidance from other

organisations such as the Adventure Playground Network, Playwork Forum, Play

England on running and managing an adventure playground.

1. **Premises**

Jointly with the Play Manager

1. In conjunction with the Trustees to ensure the effective, safe and appropriate use of the premises, including cleaning, caretaking and security.
2. To oversee the management and maintenance of site and premises, including compliance with statutory checks and requirements.
3. **Play Provision**

Jointly with the Play Manager

. 1. To enable a rich play environment, extending opportunities for play in a natural

environment, making the maximum use of the features and landscape within the

adventure playground

1. To ensure high quality playwork via the implementation of a recognised quality assurance system.
2. To maintain and develop outdoor adventure playground structures and ensure a playful

environment is maintained

4. To ensure annual risk benefit assessments are carried out regularly, are reviewed and

updated as and when necessary

5. To facilitate the evaluation of play provision at the Adventure Playground in co-operation

with other members of staff and in accordance with current and relevant playwork

theory and best practice

**Other relevant matters**

1. To undertake any other activities within the competence of the postholder/s that may be required from time to time.
2. Extended evening and weekend work may be required.

**PERSON SPECIFICATION: Funding and Project Manager**

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|  | **Essential (E)**  **Desirable (D)** |
| **Qualifications** |  |
| Relevant training or qualification related to financial management /bookkeeping or a minimum 5 years financial management and bookkeeping experience | **D** |
| A recognised L3/4 or above qualification in playwork/youthwork or equivalent and 2 years FTE post qualification experience working with children and young people | **D** |
| **Skills, Knowledge and Experience** |  |
| Knowledge and experience of working with Quickbooks accounting software | **E** |
| Knowledge and experience of developing and maintaining accurate financial systems, setting, managing and reporting on budget spending | **E** |
| Knowledge and experience of establishing quantitative and qualitative measures to monitor project outcomes and preparing reports on outcomes and objectives for funders and for the Board of Trustees | **E** |
| Knowledge of statutory financial requirements and of the regulations relating to charitable organisations | **E** |
| Experience of developing and delivering strategic objectives to secure the future of the organisation | **E** |
| Experience of developing partnerships at all levels to achieve project and shared objectives | **E** |
| Experience of managing communication systems internally and externally, including social media accounts | **E** |
| Knowledge and experience of project management and delivery | **E** |
| Knowledge and experience of engagement and consultation with children and young people to enable them to contribute positively towards the playground’s objectives and outcomes | **E** |
| Knowledge and experience of developing and managing health and safety procedures associated with an adventure playground and activities | **E** |
| Knowledge and experience of maintaining a strong safeguarding culture | **E** |
| Experience of developing and reviewing policies and procedures | **E** |
| **Personal Attributes** | **E** |
| Knowledge and understanding of the issues and challenges faced by children and young people living in Pitsmoor and Burngreave. | **E** |
| Knowledge and understanding of best practice in regard to inclusion, equity, diversity, working effectively with people regardless of ethnicity, gender, sexuality, cultural and social backgrounds | **E** |
| Understanding of the playwork principles and the ethos of the playwork approach | **D** |
| Ability to manage a busy and varied workload and to work to deadlines | **E** |
| Strong interpersonal and communication skills | **E** |
| Ability to work independently and collaboratively within a strong team culture | **E** |
| Ability to work flexibly to meet the needs of the organisation, including occasional evenings / weekends | **E** |