



Part-time Manager for LymeForward

£26,936 p.a. (£14 p/h) pro rata to 24 hrs per week on average, until end March 2020

LymeForward, the Local Area Partnership for Lyme Regis and the surrounding villages, seeks a Manager to work with volunteers and partner organisations committed to the welfare of the community.

Someone engaged with social issues, well-organised, able to lead and to work in a team, and naturally at ease with other people, will find this job both interesting and rewarding.

For details of what LymeForward does, please see www.lymeforward.co.uk.

For information on the Manager's role and the application process, either download the application details from the Home Page at www.lymeforward.co.uk or contact lymeforward@gmail.com.

Recruitment process:

Please submit by email your CV and a letter describing briefly how you satisfy the essential and desirable attributes set out in the Person Specification. These will be used to shortlist applicants. References will be requested if invited to interview.

Deadline for completed applications: 9.00am Monday 23rd July.

Proposed interview date: Thursday 26th July, morning.

LymeForward Manager

Job Description

JOB TITLE:	LymeForward (Lyme Regis Local Area Partnership) Manager
STATUS:	Contract to 31 st March 2020
HOURS:	24 hrs per week averaged over the course of the contract
SALARY:	£17,472pa (£14 per hour)
LOCATION:	Based in The Town Mill, Lyme Regis
MANAGED BY:	Nominated Director of LymeForward CIC
ACCOUNTABLE TO:	Directors of LymeForward

KEY PURPOSES OF THE JOB:

(1) with partner organisations to establish the objectives and source the funding for economic growth in the LymeForward area

(2) to manage the sustainability, external relations and administration of LymeForward CIC.

MAIN TASKS:

NB: support is likely to be available from Directors or other volunteers in the execution of many of these tasks but they remain the responsibility of the postholder unless otherwise agreed.

Coordination and Project Delivery

- ensuring the fulfillment of objectives listed in LymeForward's Agreements with Lyme Regis Town Council and West Dorset District Council, and the requirements of any other funders
- maintaining oversight of the work of activity groups as determined by the Steering Group under the LymeForward Community Plan
- developing the current Coastal Community Team into an appropriate and widely accepted economic development group that can refresh the January 2016 CCT Economic Plan and identify specific immediate objectives
- progressing activities and projects as required by the Steering Group and/or Directors

Development & Monitoring of LymeForward

- building links with other groups and agencies, sharing relevant information with LymeForward members and the wider community as appropriate
- identifying grant opportunities, communicating these to LymeForward members and other relevant bodies
- liaising with interested groups and individuals to set up new services as required within the LymeForward framework
- identifying local expertise which may assist with projects
- monitoring the progress of LymeForward projects, reporting to the Steering Group to assist it in evaluating project effectiveness
- recording activity and outcomes for Directors on a regular basis

Communications

- acting as first point of contact, providing internal and external liaison with other organisations
- identifying relevant consultations being undertaken by service providers and others, promoting them to LymeForward members and the wider community as appropriate
- helping to raise public awareness on issues relevant to the community
- promoting LymeForward, its activities and its outcomes through press releases, emails, website and social media as well as in conversation with individuals and groups

Meetings

- representing LymeForward at meetings as required and reporting information as relevant to the Directors/Steering Group/members
- preparing reports as required for funders, members' meetings, Steering Group and the Directors
- supporting the Chair of the Steering Group and the Chair of the Members' Meetings to set agendas and to carry out their role
- acting as Secretary of the Steering Group

Administration

- maintaining management oversight of the day-to-day administration and financial arrangements of LymeForward CIC and its projects
- supporting the Directors in their duty to ensure compliance with the LymeForward Articles, CIC Regulations, and legal obligations (including ensuring the maintenance of an accurate list of current LymeForward members)
- acting as line manager for any other LymeForward staff

OTHER INFORMATION

The post holder will be required to work flexible hours as needed.

The post-holder must be able to access meetings across the County (basic travel expenses paid)

This post is subject to satisfactory references and will require a DBS check.

Note: LymeForward is committed to promoting equal opportunities and preventing discrimination in all aspects of its activities. All employees are expected to familiarise themselves with and adhere to this and all other Policies and Procedures, in particular those related to Safeguarding, Health & Safety, and Data Protection.

Person Specification

[E: = Essential D: = Desirable]

Formal qualifications and experience

- **E:** A good standard of education, including a qualification in Maths & English at minimum GCSE Grade C or equivalent.
- **D:** Knowledge of Safeguarding, Equality & Diversity, and the requirements of GDPR
- **D:** Experience of initiating and developing community projects
- **D:** Experience of working with the voluntary sector and local government

Skills & aptitudes

Management: ability to:

- **E:** determine objectives and priorities
- **E:** organise, plan, implement, monitor and evaluate tasks and projects
- **E:** lead and motivate, but also work as part of a team
- **E:** keep records of activity, of meetings and of agreements with other organisations
- **D:** contribute to strategic development of groups and of LymeForward itself

Staff management: ability to:

- **E:** guide and support other members of staff, and volunteers
- **E:** set and ensure high standards of performance

Computer literacy: ability to:

- **E:** use word processing, spreadsheet and email programs. (Preferably MS Word & Excel).
- **E:** conduct productive internet searches

Communication: ability to:

- **E:** listen analytically
- **E:** identify and summarise key information in written material
- **E:** write clearly, concisely & appropriately adapting content to a range of different audiences
- **D:** speak effectively in public
- **E:** handle personal data in line with GDPR requirements

Partnership and negotiation: ability to:

- **E:** build effective links with a variety of different agencies
- **D:** negotiate agreements

Grant funding:

- **D:** knowledge of grant-providing sources
- **D:** experience of writing funding bids

Personal qualities and attributes

- **E:** self-reliance, proactive, ability to prioritise and manage own time effectively
- **E:** demonstrable attention to detail
- **E:** dependability and trustworthiness
- **E:** friendly personality with good interpersonal skills
- **E:** patience and tolerance when necessary
- **E:** interest in community social issues
- **D:** knowledge and understanding of the community served by LymeForward
- **D:** residence and participation in the communities served by LymeForward
- **D:** willingness to work flexibly/some unsocial hours
- **D:** ability to attend meetings within a radius of 35 miles.