



JOB SPECIFICATION: Project Manager

REPORTS TO: Head of Community Programmes

DIRECT REPORTS: Sessional Staff and Volunteers

STARTING SALARY: £27, 277.60

CONTRACT TYPE: Fixed Term until August 2024 with potential to extend based on funding and performance

HOURS OF WORK: 35 Hours Per Week, generally between 9am – 6pm Monday to Friday, but flexibility to meet the needs of the Charity and project will be expected.

JOB PURPOSE

The Project Manager will be responsible for the planning, delivery and evaluation of a new extra-curricular school-based project supporting children and young people with additional support and/or complex healthcare needs. The project will involve planning fun and creative sport and non-sports activities, food provision (prepared externally) and transport home where required. The successful applicant **must** excel in supporting children and young people with additional support needs and have a passion for improving the lives of people in Dundee.

KEY TASKS AND EXPECTATIONS

- Ensure all sessions are safe and comply with all relevant NGB, insurance and DUCT policies and requirements.
- Support in the promotion of all activities by submitting suitable photographs for each session.
- Liaise with parents, guardians and partners and keep all stakeholders up to date at all times.
- Ensure the project is delivered under budget.
- Co-ordinate transport from the session/school home.
- Lead in supporting the whole family by truly understanding the needs of each individual
- Completion of any other reasonable duties as directed by senior staff.
- Ensure that risk assessments are up to date and, attendance registers are completed for each session and issues are escalated.
- Take responsibility for self-development and be open to constructive feedback.
- Support sessional staff and volunteers to deliver the highest standard of sessions.
- Co-ordinate the delivery of food as part of the project.
- Provide weekly written updates on the progress of the project.
- Plan activity that continues into the school holidays and supports families year round.



SKILLS, EXPERIENCES AND ATTRIBUTES

ESSENTIAL

- Minimum of 3 years experience of coaching football, preferably in a community capacity.
- Full and valid UK Driving License and access to a vehicle.
- Comfortable working with a variety of client groups – specifically people with a range of disabilities.
- Scottish FA Children's Coaching Licence and Sports 1st Aid Qualification
- Coaching para footballers award.
- Competent in the use of IT systems in a working capacity.
- Well organised
- Clear communicator

DESIRABLE

- Accredited training in relation to working with people with a disability.
- Experience of coaching sports other than football.
- Advanced Children's Licence or equivalent.
- Knowledge of Class4Kids and Scottish FA IT Systems.
- Able to drive a minibus.
- Experience of delivering non-sports projects in the community.
- Mini bus driving licence.

APPLICATIONS

In order to apply for this position, please submit your CV along with a covering letter to jamie.kirk@dundeeunitedct.co.uk by 5pm on 17th November 2023.