

Job title

New post Existing post

If you've ticked new post, will it be openly recruited? Yes No

Funded through Cheshire West and Chester's Health Inequality fund

We are looking for a dynamic and experienced individual to lead on an exciting new project across Cheshire West and Chester developing the Welcome Network. This will be a 3-year post working on reducing the underpinning factors of food poverty and 'holiday hunger' in the area. Applicants will be expected to have a good understanding of issues that impact on both families and individuals which exacerbate food poverty and take both a managerial and active delivery/involvement role in all project activities and events. The post will be based at Healthbox CIC but activities will be based across Cheshire West and Chester.

What will this person do on your project?

The Manager will be responsible for;

- Day to day running of the Project
- Managing the other staff member employed on the project
- Providing/organising staff support/training and upskilling as required
- Assisting in coordinating Meeting Places and services offered as part of the Welcome Network
- Producing monthly progress reports against the project outcomes and indicators
- Relaying information throughout the Network and supporting the Poverty Truth Commission's ambitions
- Co-ordinating Welcome Network and sub group meetings
- Organising events
- Supporting the evaluation of the Meetings Places
- Encouraging strategic level collaboration in support of local food poverty
- Delivery of activities/sessions as required
- Coordinating volunteers and organising upskilling opportunities
- Monthly team meetings to foster links and referrals between existing Healthbox CIC projects and additional stakeholders
- Additional duties as required

Who will this person report to?

Simon Sandford (Healthbox CIC Director)

Number of hours worked per week	Number of hours worked per week on this project		Annual salary £		Employer's pension contribution %	Redundancy cost (if applicable)
37.5	37.5		£28,000		1% Year 1, 2% Year 2 3% Year 3	N/A Fixed Term Contract

Welcome Network Project Manager skills profile:

Skills and experience	Desired	Essential	CV/Interview
Previous experience of project management	✓		CV and Interview
Experience of working in health promotion		✓	CV and Interview
Experience of working with a range of stakeholders, project partners and community members		✓	CV and Interview
A good understanding of issues affecting food poverty		✓	CV and Interview
Experience managing project finances	✓		CV and Interview
Working to deadlines		✓	CV and Interview
Presenting data in a variety of formats and reporting to a range of audiences	✓		CV and Interview
Relevant related degree or higher qualification	✓		CV and Interview
Clean driving licence	✓		CV/application

All applications should be sent to:

Simon Sandford

Email: simon@healthboxcic.com

Interview dates are yet to be set.

If you are not contacted within 3 weeks of closing date, unfortunately on this occasion you have not been successful.

Closing date for applications: 5pm Monday 3rd April 2017

Make sure you enclose your CV and a statement outlining how you meet the desired and essential skills for this post.