

Project Manager / Editor

Grade: equivalent to NJC SO1, SCP 29-31, £25440 - £27123

Responsible to: Management Committee

Responsible for: Volunteer Co-ordinator/Trainer; Project Administrator

Purpose: To manage the effective delivery of project objectives, providing opportunities for local residents to develop their skills and capacity to participate in the community. To oversee the content and production of a high quality community newspaper.

Main duties and responsibilities may include:

Newspaper production:

- Identify possible stories/activities/events to be covered in the Messenger proactively by liaising with partner organisations, participating in relevant networks and responding to enquiries/information.
- Ensure the content of the newspaper reflects the organisation's editorial standards, charitable objectives and the diversity of the community.
- Co-ordinate and lead editorial committee meetings throughout the production process, to decide on the priority of articles, ensure accuracy, agree approaches to complex stories, allocate responsibilities and make other decisions in relation to the content of the newspaper.
- With the Volunteer Co-ordinator/Trainer, allocate stories/reports to volunteers/contributors; provide advice to volunteers around the development of stories, particularly those requiring high levels of sensitivity/sound judgement.
- Establish and review production schedule/project plan; ensure contributors are aware of relevant deadlines, key information.
- Ensure the Messenger is sent to print on time with appropriate standards of quality control.
- Co-ordinate the web editorial committee to ensure the Messenger website is kept up to date.

Partnership:

- Recruit/liase with “Community Engagement Links” to provide two-way communication between the Messenger and the different organisations/communities in Burngreave.
- Establish/facilitate/take part in local networks as appropriate. Network/negotiate with groups/organisations across the community to involve them with the project, with particular regard to “hard to reach” communities who may face barriers to involvement.
- Support Volunteer Co-ordinator/Trainer to develop volunteering/training opportunities that are responsive to the needs of such groups/organisations.

Training:

- Drawing on expertise in developing content for a community newspaper, support Volunteer Co-ordinator/Trainer to develop a young journalists' course (to deliver in primary schools) and courses/workshops for adult/young adult volunteers.
- Deliver elements of training to volunteers/groups relevant to own expertise in community newspaper production.

Project management:

- Manage and support staff to deliver the project, including regular one to one meetings, appraisal, objective setting.
- Manage the project budget and authorise expenditure.
- Report to the Management Committee on progress in meeting project objectives and budget; involve the Management Committee as appropriate in decision-making and addressing problems.
- Liaise with external professionals re. delivery of project (e.g. designer, accountant, evaluation consultant).
- Provide reports as required for the Management Committee, Messenger AGM, funders and other partners.
- Work with trustees to ensure project is compliant with legal, funding, charitable obligations.
- Work with trustees to regularly review and update policies in relation to young people, health and safety etc.
- Delegate duties to staff / volunteers as required.
- Other duties as may be required consistent with the duties and grade of the post.

Burngreave Messenger Project Manager / Editor

Person Specification

Heading	Description	E/D	Evidence
Experience/ knowledge	• Experience of co-ordinating others to deliver a complex project involving multiple tasks and/or tight deadlines	E	A/I
	• Experience in delivering and reporting to funders and partners on project outcomes	E	A/I
	• Minimum of two years experience of working with volunteers to deliver a service or project	E	A/I
	• Knowledge and understanding of Burngreave or a similar community	E	A/I
	• Experience and understanding of the ethics of working with charities, community and voluntary sector organisations	E	A/I
	• Knowledge and/or experience of producing communications that are accurate and engaging	E	A/I
	• Understanding of the role of social and digital media	E	A/I
	• Experience in the production of print publications	D	A/I
	• Experience of managing and supporting staff	D	A/I
Skills/ attributes	• Commitment to equal opportunities and the aims and values of the Burngreave Messenger	E	A/I
	• Excellent organisational skills	E	A/I
	• Excellent written and interpersonal communication skills	E	A/I
	• Sharp eye for detail	E	A
	• Able to work constructively with a range of people, in volunteer, partnership and professional contexts	E	A/I
	• Able to support/coach volunteers from diverse backgrounds	E	A/I
	• Confident to use own initiative and sound, ethical judgement in decision-making	E	A/I
	• Proficient in use of office equipment/software, including ICT equipment, Microsoft Office (Word and Excel)	E	A
• Proficient in use of additional ICT software packages	D	A	
Other	• Willing to work flexibly to meet the needs of the project, including occasional weekend/evening work	E	A/I

E = Essential
D = Desirable

A = Application Form
I = Interview