



**PROJECT MANAGER
EDUCATION / MENTORING WORKS**

TERMS & CONDITIONS, JOB DESCRIPTION AND PERSON SPECIFICATION

Terms and conditions

Job Title:	Project Manager – Mentoring Works
Reports to:	Mentoring Works Programme Manager with some indirect reporting to the BIG Alliance Programme Manager
Salary:	£28,000 - £32,000 p.a.
Hours:	35 hours per week, some evening work is required
Annual Leave:	27 days per annum plus public holidays
Length of Contract:	12 months fixed term contract
Location:	Spilt between the BIG Alliance office in Islington – precise location to be determined, and the ELBA Office: 5 Greenwich View Place, London E14 9NN. Home working will also be required.

About ELBA and the BIG Alliance

ELBA builds the connection between businesses and the community in east London and beyond, creating a positive impact and strong communities and tackling the issues that determine social mobility. A registered charity and membership organisation, ELBA has over 30 years of experience in enabling successful partnerships between business and the community. In a typical year, ELBA helped place over 300 people into work in London through its award-winning Employment Works programme, delivered over 12,000 business volunteers into the community, and worked with over 300 local organisations in east London. Our mission is to create possibilities to bring about positive change in London by channelling the wide-reaching resources and influence of the private sector to address key areas of need.

BIG Alliance (Businesses for Islington Giving) is ELBA’s partnership with Islington Giving and the Macquarie Foundation. It delivers business-supported employee volunteer programmes to strengthen links between businesses, community organisations and education institutions across Islington. In doing so, it aims to help address issues of poverty and isolation, which are prevalent across the borough, despite the perception of Islington being an area of high wealth. Established in 2012, BIG Alliance aims to make community investment easier, more effective and more rewarding for its business members. It is a subsidiary of the East London Business Alliance – a registered charity that has been supporting the social and economic regeneration of east London for 30 years.

About Mentoring Works

BIG Alliance and ELBA’s Mentoring Works programme has been running since 1996 and has supported thousands of young people across London and beyond. Mentoring Works connects Year 10 and Sixth Form/college students to volunteer business mentors working in Islington, the City and Canary Wharf. Mentors and mentees connect regularly for sessions designed to develop the knowledge, skills and qualities needed for future careers. Sessions explore the Skills Builder framework and key employability competencies but can also be tailored to individual needs.

Mentoring Works provides resources, guides mentees in their own decisions and discoveries and promotes networks, opportunities and social mobility.

Purpose of the job

To be responsible for supporting the key aims and deliverables of Mentoring Works, with a particular focus on the requirements of the grant agreement with Islington Giving and other Islington funders. The Mentoring Works Project Manager will need to develop and manage strong relationships with schools and colleges; recruit students and engage and train business volunteers as mentors; design resources; deliver sessions; monitor relationships; support with safeguarding and obtain and present robust impact evaluation for the programme. You will be required to support other members of the Mentoring Works team and your colleagues in the BIG Alliance as and when required. The post will be managed by the Mentoring Works Programme Manager, with further support and training from the Mentoring Works team. The post holder will have regular one-to-one support for input and guidance to achieve agreed targets and will be subject to annual performance appraisals.

There will be close working with the BIG Alliance team and some indirect reporting to the BIG Programme Manager.

Job Description

Main duties

- Manage relationships with schools, colleges and employers, with particular responsibility for BIG Alliance member companies
- To promote safety and wellbeing of students at all times and to follow ELBA's safeguarding policies and have full regard to the policies of the schools and colleges engaged in the programme.
- Oversee individual employee volunteer (mentor) and student (mentee) relationships to ensure programme objectives are being met.
- Plan and deliver employee volunteer and student recruitment sessions.
- Deliver training sessions for employee volunteers.
- Match employee volunteers with students in line with programme volunteer and student targets.
- Lead on development and delivery of group activities to support the Mentoring Works programme and feedback sessions with students.
- Build effective working relationships with BIG Alliance corporate partners engaged with Mentoring Works to promote and enable delivery of projects/activities.
- Support the Programme Manager to produce a progress report that is then submitted to Islington Giving detailing the progress in working with the proposed schools and sixth forms and delivery against the agreed targets.
- Develop programme material and share best practice within BIG Alliance and Mentoring Works.
- Develop internal systems and work on streamlining processes.
- Organise sessions, workshops, events and feedback forums for mentoring relationships.
- Generate web content, newsletters, reports, tweets and other communications tailored to the audience.
- As directed and in line with the Islington Giving grant agreement work with the BIG Alliance Programme Manager to complete a yearly evaluation of the programme.
- Work as part of the BIG Alliance team to ensure corporate members and schools receive an excellent service.
- Work with the Programme Manager to develop the offer for schools in Islington, including any additional employability support they receive from BIG Alliance's corporate members.

General

- Use ELBA and BIG Alliances' internal systems to maintain records and report progress via our CRM, Salesforce.
- Represent and act as an ELBA and BIG Alliance ambassador at meetings and functions as required
- Attend and contribute to BIG Alliance team meetings.
- Attend ELBA team meetings, collaborate with other BIG Alliance colleagues on projects where appropriate and contribute to the development of the BIG Alliance.
- Adhere to relevant policies including equal opportunities and health and safety.
- Undertake any other reasonable duties as requested by your line manager.

Person Specification

ELBA's and BIG's core competencies define the principles and ethos that are central to the way we seek to operate as an organisation and the way we treat those with whom we come into contact. They inform what we do and how we do it; we expect every member of staff to commit to creating value for our members and community partners. Our core competencies are:

- Accountability
- Leadership
- Commercial awareness
- Relationship management
- Adaptability
- Delivery
- Communication
- Creativity

In addition, the ideal candidate will have:

Essential skills and experience

- Excellent project management skills, managing projects from inception through to completion and evaluation.
- Strong interpersonal skills with the ability to work effectively with partners across the private, public and voluntary sectors.
- Highly organised, thorough, with an attention for detail and an ability to prioritise, work under pressure and deliver against set targets to agreed deadlines.
- Excellent oral and written communication skills with the ability to articulate messages clearly and concisely in an engaging style consistent with BIG Alliance's brand.
- Ability to manage and track multiple projects, often with competing deadlines.
- Effective time management skills and interpersonal skills including negotiation, persuasion, flexibility and problem solving.
- Experience of developing sustainable and effective partnerships with multiple stakeholders.
- The ability to work across all levels of BIG Alliance's corporate partners, schools, colleges and local stakeholders.
- Ability to work collaboratively within BIG Alliance to develop and share best practice.
- An understanding and passion for the principles of corporate community investment and employee volunteering.
- An understanding of the principles of safeguarding as it applies to students in education.

Desirable skills and experience



- Knowledge and experience of corporate community investment.
- Experience of working with and facilitating employee volunteering activities.
- Experience of working with young people and developing educational sessions and materials.
- Experience of programme monitoring, evaluation and impact measurement techniques within education or corporate community investment.