



**Role title:** Project Manager (Contractor)

**Location:** Kensington, London

**Fee:** £24,000 per year plus agreed travel expenses.

**Hours:** Flexible. Part time working approximately 3.25 days a week.

**Term:** Contracted for 36 months.

**Application:** Please either email or post a letter of no more than two sides of A4 outlining your suitability for the role along with a copy of your CV to James Coleman either by email or post:

[james@conservationfoundation.co.uk](mailto:james@conservationfoundation.co.uk)

The Conservation Foundation, 1 Kensington Gore, London, SW7 2AR

Closing date 3pm on 08/05/2017. Shortlisted candidates will be notified no later than 11/05/2017. If you have not heard from us after this date please assume you have not been successful. Interviews will be held in London at a convenient date. The successful candidate will start as soon as possible.

**Purpose of role:**

To manage the delivery of the Tools Shed recycling programme in which prisoners are taught skills to repair garden tools given away to schools and community groups. The programme currently runs in three regions of the UK, but is expanding to total seven regions. The role is funded by the National Lottery through the Big Lottery Fund.

You will facilitate the smooth running of the prison tool repair workshops, supporting prison instructors by arranging the supply of workshop equipment and materials, the collection and distribution of tools, and managing the programme budget. You will also manage regional coordinators who will assist you in working with the prisons, collection points, and schools and community groups.

You will coordinate the monitoring and ongoing evaluation of the project by facilitating a steering group, liaising with an external evaluator, and submitting timely project reports to funders including the Big Lottery Fund. You will help to shape the long term future of the programme by developing the structure and establishing new funding opportunities, including a social enterprise element.

Duties will also include wider activities such as promoting tool donation points and giveaway days. You will be supported by a Press Manager, accountant, and an external evaluator.

**Key External Relationships:**

HM Prisons

External evaluator (University researcher)

Big Lottery Fund

Garden centres and recycling depots

Schools and community groups

Members of the media

**Key Responsibilities:**

- Arranging the set up of prison workshops, collection sites and the steering group.
- Working with an external evaluator to ensure consistent monitoring, evaluating responses and preparing reports.
- Liaising with the steering group, coordinating dates, venues, and expenses, chairing meetings and reporting updates.
- Building partnerships and developing opportunities with complementary organisations.
- Working with prison staff, community groups and garden centres to support workshop participants to find voluntary and paid opportunities upon release.
- Publicising the project to local media and opinion formers with the Press Manager.
- Arranging the supply of workshop equipment and materials with local coordinators and prisons, setting up central purchasing to achieve economies of scale.
- Managing the project budget with support from the Foundation's accountant.
- Administering tool giveaway registrations and events, and updating the website.
- Coordinating the transportation and donation of tools for the HMP Wandsworth (London) region.
- Managing and appraising up to six Local Coordinators (part time roles to coordinate regional logistics and events).

**Working Conditions:**

The post-holder will be based in the offices of The Conservation Foundation in Kensington, London with flexibility to work from home where agreed and some travel. Agreed travel expenses will be paid. The work described above will be let on contract for the fee indicated to be carried out within a predetermined timeframe and with defined milestones. The work will be supervised by the Executive Director of the Conservation Foundation. The contractor should be registered as a sole trader or as self-employed and will be responsible for their own insurance and tax. The post-holder will be supported into the role through both internal and external training that develops skills and knowledge.

**Person Specification:**

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Ability to prioritise and manage own workload	x	
Ability to develop productive working relationships with a wide range of individuals and organisations	x	
Excellent verbal and written communication skills	x	
Experience working with local authorities and schools		x
Experience managing project budgets		x
Experience in charitable fundraising or social enterprise		x
Experience organising events		x
Experience working with prisoners		x
Experience in marketing and promoting activities		x
An enthusiasm for supporting prisoner rehabilitation	x	