

Project/Organisational Development Manager Role and Application Details

Job Title - Project/Organisational Development Manager

Salary - 15-18 £/h, 20 hours per week

Location - Greenwich

Duration – Initial 6 month contract with potential for extension

Background to role

The Greenwich Winter Night Shelter is a locally based charity which has operated a rotating-venue night shelter for the homeless in Greenwich, southeast London. The charity has been in operation since 2014 and provides approximately 1200 bed-nights' accommodation per season. The shelter is looking to transition away from its current rotating-venue model to a single-venue model and the development of further services as part of its long-term development. The Trustees are seeking to appoint a Project/Organisational Development Manager to lead the transition.

Job purpose

Working closely with the Trustees, the Project/Organisational Development Manager will be responsible for driving forward the organisational and structural changes required to achieve the transformation.

To build on existing volunteer and stakeholder relationships and organisational capabilities to ensure a successful transition and enhanced service offering in support of the homeless.

Accountabilities

The Project/Organisational Development Manager will have responsibility for coordinating, managing and aligning delivery of organisational change. Key duties will include:

- Project management
 - Beginning with a feasibility study, creating, managing, and delivering against project work plans through the active management of milestones, budgets and resources.
 - Working within the governance requirements identified by the Trustees to ensure accountability and transparency to facilitate robust decision making.
 - Working with trustees, stakeholders, local partners, volunteer coordinators, third party contractors to understand the project interdependencies to allow for alignment, logical sequencing and prioritisation of activity.
 - Proactive engagement with trustees, stakeholders, local partners, volunteer coordinators, third party contractors to ensure timely end effective delivery of activities.
- Organisational development
 - Identification of resourcing, skills and training requirements.
 - Development of operational and risk management procedures.
 - Development of training plans.

Person profile

The ideal candidate will:

- Be self-starting and flexible. The project is its early stages of definitions and the ability to understand and respond to emerging requirements will be essential.
- Possess good verbal and written communication skills.
- Have experience in the planning, management, and involvement in the delivery of organisation development/transformational projects.
- Have the ability to understand and accommodate the needs of a wide range of stakeholders and partners including clients, volunteers, venue providers and client referral agencies.
- Be able to use standard IT products including MS Office, G-suite, set-up templates etc. and able to support others in their use.
- Previous voluntary sector experience in the homeless sector and/or supporting the preparation of funding bids, though not necessary, would be an advantage

GWNS is a charity founded and operated on Christian principles. We are committed to diversity and inclusiveness and pride ourselves on welcoming guests and volunteers of all faiths and none, regardless of sexual orientation, ethnic, cultural or socio-economic background. A successful candidate would be expected to share these values. We would welcome applications from all individuals regardless of background.

Applications

Please apply with CV and covering letter by 12 noon on 15th March to:

Steven Parker (Trustee)

stevenparker@gmail.com