



We are looking to appoint a Project Manager to support the Keswick Volunteers. This is a freelance part-time flexible role.

Background

Keswick Community Emergency Recovery Partnership is the charity that was set up to provide a coordinated community response to emergencies such as flooding. It does this by having a community emergency plan and a dedicated group of volunteers who will respond in the event of an emergency. In a flood situation the volunteers help warn, inform, and evacuate residents in Keswick. They also give their time to help clear up the aftermath of such an emergency. The volunteers work in partnership with the statutory agency to run a control room during an emergency, and with those partners in the longer-term recovery.

The Community Emergency Plan lays out the possible response to and resources available during an emergency. As well as flooding, other possible emergencies are covered by the plan. During the current Covid-19 pandemic, the community emergency plan has been utilised to set up a system of Street Wardens to act as a safety net for people in Keswick. These street wardens have been doing shopping, collecting prescriptions and doing other jobs for people who have been self-isolating.

The Project Manager role is intrinsic to the support of the community response, building plans and relationships in advance of an emergency situation. We are looking to recruit to this role for a September start, with the opportunity to have a long handover period with the current Project Manager.

Application Timetable

Applications should be made by email to keswickfloodrecovery@gmail.com by C.V. and covering letter which should address the person specification in the role description.

Application deadline: Friday 10 July 5pm

Interviews will take place week beginning 20 July (probably by Zoom)

Start date: Beginning of September

If you would like a discussion with the current Project Manager or one of the Trustees about the role, please email keswickfloodrecovery@gmail.com.

ROLE DESCRIPTION

Role Title: Project Manager

Hours of work: Varied throughout the year, upto 350 core hours over the year. There could be additional hours due to the ongoing covid-19 response.

Hourly rate: £15 per hour on a freelance basis.

Place of work: Based at the Council Offices, 50 Main Street, Keswick or from home where appropriate. Evening/weekend working will be an occasional requirement of the role.

Role: To work with the Keswick Community Emergency Recovery Partnership to continue the work of the partnership and to secure funding for its continued development.

Responsible to: Keswick Community Emergency Recovery Partnership Trustees

Responsibilities:

- To be the central point of contact and a visible presence within the community for the Recovery Partnership
- To facilitate and service the Keswick Community Emergency Recovery Partnership including calling regular meetings, setting agendas and minute taking as well as managing the day-to-day operational aspects of the project.
- To effectively communicate with stakeholders with a clear understanding of how to communicate difficult/sensitive information tactfully.
- To develop and maintain strong and effective working relationships with a wide range of stakeholders including elected members, residents, voluntary sector, public service agencies and private organisations.
- To update and review the Community Emergency Plan on an annual basis.
- To update and review the Risk Assessment on at least an annual basis.
- To arrange and deliver an annual training programme with a focus on flood events.
- To promote awareness of the partnership and encourage membership of the volunteer lists amongst the local community.
- To maintain and annually update volunteer contact lists.
- To work with the Cumbria Resilience Unit to share the Community Emergency Plan with the appropriate statutory authorities.
- To source external funding to continue the work of the partnership.
- To act as secretary for the partnership.
- To manage the finances of the partnership, report back to Trustees at regular intervals.
- To provide appropriate guidance and advice to the Community Emergency Recovery Partnership with regards to new local/national developments
- To fulfil charity commission reporting requirements
- To communicate with local press and social media, ensuring positive promotion of KCERP and its activities, also raising awareness and gaining positive engagement of the wider community.
- To attend training as appropriate.
- To carry out any other duties as deemed appropriate by the Trustees.

Person Specification:

Area	Details
Self motivated	Energetic and motivated. Able to work without direct management, and quickly regain work in progress following time away from the office.
Organisation skills	Must be able to schedule and prioritise multiple activities.
Communication Skills	Must be able to present themselves well in written and oral skills as they will be liaising with people across a number of organisations. Experience of delivering training would be helpful.
Stakeholder engagement	Requires the ability to work with a range of people from councillors to volunteers including both public and private organisations to assist in building and developing the Keswick Community Emergency Plan.
Volunteer Management	Experience of managing and working with volunteers is essential.
Computer skills	Confident and capable of working with PC applications – Word and Excel and to be able to use internet applications and internet based email as a minimum. Remote working skills will be an advantage.
Funding	A proven track record of attracting external funding.

Updated: 9 June 2020