

## Work with The Kids Network

### Project Manager

#### About us

The Kids Network supports children at a crucial time in their lives, during the transition from primary into secondary school. We do this by providing them with a volunteer mentor, a young professional from the local community.

Our model focuses on the individual needs of the child, building confidence and resilience and developing the tools to manage feelings for a positive future.

London is bursting with young professionals, millennials who want to give back in a meaningful way – we make this possible through mentoring.

The Kids Network provides extensive training, a peer network and social activities to support each other in their roles as mentors.

#### Job Description

One year fixed term contract (with the potential to extend)

5 days a week (35 hours a week)

£32,000 pro rata

Some weekend and evening work required

As our **Project Manager** you will have an entrepreneurial spirit to effectively develop and deliver our primary mentoring programme to achieve positive outcomes for children.

#### About you

We are looking for a highly motivated, personable, strong communicator who is passionate about the importance of mentoring and equality of opportunity. To be successful, you will be solution focused, strategic, proactive and organised.

Experience of developing project plans, motivating a team, and delivering programmes from a charity perspective is essential.

The Kids Network values fun, diversity, and commitment – this is the culture we want embedded throughout the organisation. If you are passionate about connecting for change and share our vision, we want to hear from you.

**About the role:**

- Uphold our safeguarding principles and processes to the highest standard as our Designated Safeguarding Officer
- Develop and manage an effective delivery strategy and plan
- Effective team management – motivating and supporting a team of two Volunteer Coordinators
- Build and manage strategic relationships with key stakeholders including schools, project funders and businesses
- Design and deliver programme resources
- Organise and deliver monthly programme related events
- Support parents/carers of the children on the programme and collect regular feedback
- Deliver the programmes to meet KPIs
- Develop regular status reports on the programme
- Deliver engaging and effective training sessions
- Manage CRM system, ensuring data is kept up to date. This includes tracking communication with stakeholders and adding contacts to the database
- Act in compliance with our policies and processes at all times, ensuring our data is stored and managed in line with GDPR
- Act as an ambassador for The Kids Network attending events where necessary

**Essential skills and experience:**

- Track record of managing a team effectively - ability to motivate and support people to provide consistent support to vulnerable children and volunteers
- Experience of developing networks and relationships with a wide range of partners, volunteers and stakeholders
- Experience of delivering medium-scale programmes from start to finish
- Ability to be solution focused and self-motivating, to work on your own initiative and be accountable for your own work
- High organisational skills with the ability to prioritise workloads effectively

- Exceptional communication skills, with the ability to communicate to a range of audiences with impact
- Excellent IT skills with ability to use spreadsheets, emails and databases effectively
- Non-judgemental, self-motivated, pro-active, compassionate and solution focused

#### **Desirable skills and experience**

- Understanding of the UK education and charity sector
- Project management experience
- People management experience
- Experience of working with children and families directly in challenging environments and understanding of the challenges facing children in London
- Experience delivering effective training and workshops to volunteers to support their development
- Event management skills

*The Kids Network is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS check*

The closing date for applications is midnight on Tuesday 16th April 2019. Interviews with successful candidates will be held on Wednesday 17<sup>th</sup> and Thursday 18<sup>th</sup> April.

**To apply please send your CV and a cover letter, no longer than two pages, to our Founder, Sarah Woodcock [s.woodcock@thekidsnetwork.org.uk](mailto:s.woodcock@thekidsnetwork.org.uk)**