

THE RED HEN PROJECT

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Registered Charity Number: 1072190

Job description

The Red Hen Project is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE:	Red Hen Project Manager
HOURS:	15 hours a week. Term time only plus 1 week during the school holidays
Salary:	SO1 point 29-31
ACCOUNTABLE TO:	The Red Hen Trustees.

Context:

The Red Hen Project is a registered charity which supports the children and families in 5 local primary schools. (Arbury, The Grove, Kings Hedges, Orchard Park and Shirley Primary)

Our Vision

Our vision is to develop an outstanding, pioneering way of working with young children and their families that bridges the school setting and the local community; a way of working that will be held up as excellent.

The aims of the Red Hen project are:

- *Support vulnerable children and their families*
- *Support the development of more positive relationships between schools and their communities*
- *Develop inter-agency liaison and cooperation*
- *Support the development of positive parenting*
- *Develop links with other voluntary bodies in the community*
- *Support the development of pro-active work at an early stage*

Purpose of the job:

To provide leadership of the project so that it achieves the objectives set out in the service development plan.

Leadership and Management

- a. Take a leading role in the implementation of the agreed service development plan
- b. Provide administrative support for the project, servicing meetings with the Trustees, Executive Committee and family workers
- c. Complete the administration required to report to the Lottery Commission and other charitable bodies or organisations
- d. Investigate, develop and write bids for grants and other forms of additional funding.
- e. Develop and implement, in conjunction with Trustees, a long term funding strategy to ensure sustainability of the project.

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www.redhenproject.org

Chair of Trustees: Lesley Ford

Treasurer: Tracey Miller

Secretary: Sarah Merritt

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- f. Work closely with the Trustees, Executive Committee and other stakeholders to ensure that initiatives contribute to the development of services to support children and families in the local area.
- g. Ensure that all the project resources are used efficiently and effectively
- h. Assist with the appraisal of project staff, and ensure staff have appropriate access to professional development and supervision.
- i. Take a leading role in the development and review of policies, procedures and working practices.

Family and Child Support

- a. Develop effective monitoring and evaluation systems which support the work of the project family workers
- b. Develop opportunities for parents to access support groups, training activities, parent workshops and specialist services
- c. Ensure that families have easy access to the full range of family support services and activities available to them within the area

Outreach work

- a. Look for ways in which to show case the Red Hen project in the local community
- b. Ensure that there are agreed systems in place to refer families to further services
- c. Ensure that there are agreed systems in place to monitor service usage by families or groups
- d. Seek opportunities for Red Hen to work collaboratively with other groups or professionals.

Parental/child involvement in the management of the project

- a. Ensure that there are systems in place to consult with families about what services are needed and systems to gather user feedback on services provided
- b. Put systems in place to ensure that parents and children have a voice about the project and how it can be improved or developed.
- c. Implement the volunteer policy, ensuring volunteers are supported through induction and ongoing support to make meaningful contributions and develop skills.

Undertake from time to time other duties which may reasonably be required.