

<b>Organisation:</b>	At the Mustard Tree we are passionate that every individual has the opportunity to thrive. Our vision is to develop the work we do in Reading, identifying unmet needs and innovating and growing projects which support individuals who are marginalised and facing disadvantage. Delivering high impact services to some of Reading's most underrepresented people. As a charity with a Christian ethos the projects we generate are inspired by our faith. Therefore, they are designed to serve all sections of our diverse community.
<b>Project:</b>	Rahab - Supporting for those who working in the sex industry. Working with them to break free of the cycles of poverty, abuse and addiction.
<b>Role:</b>	Programme Manager
<b>Hours:</b>	15 hours a week (including some out of office and evening work on the chaplaincy outreach)
<b>Salary:</b>	£28,416 - £32,014 FTE depending on experience
<b>Key Tasks:</b>	You will be responsible for overseeing and managing the project ensuring it aligns with our vision and values. Effectively planning, delivering, and evaluating Rahab. Using strong organisational skills, leadership abilities and passion to make a positive impact in the community.
<b>Reports to:</b>	CEO

## ROLE DESCRIPTION

### Values and Vision

- To be able to clearly communicate and demonstrate the values, vision and ethos of the charity.
- Attend regular staff prayer and devotional times.
- Lead prayer on our chaplaincy outreach.

### Programme delivery, development and co-ordination

- Develop and manage project plans, including objectives, timelines, budgets, and resource allocation, in line with the charity's strategic aims and funder requirements.
- Set clear goals and expectations and ensure delivery is to a high standard.
- Keep informed about emerging needs and trends, best practice, and innovations. Apply these learnings to enhance project delivery,
- Manage project budgets efficiently, tracking expenses, identifying cost-saving opportunities, and ensuring adherence to financial guidelines.

### Team Leadership

- Lead and inspire the team, ensuring successful project delivery.
- Foster an effective, collaborative and inclusive team environment.
- Develop strategies to recruit and retain volunteers, recognising their contributions, and providing opportunities for involvement, training, and growth.

### Risk Management and Compliance

- Identify potential risks and obstacles to project success and proactively develop mitigation strategies to address them.
- Ensure compliance with the charities policies and legal requirements.
- Maintain accurate records and documentation in-line with GDPR requirements.

### Monitoring and Reporting

- Establish key performance indicators (KPIs) to evaluate project outcomes and impact.
- Conduct regular evaluations to assess project effectiveness and identify areas for improvement.

- Prepare comprehensive project reports for internal and external stakeholders. Ensure accuracy and transparency in reporting processes.

### **Public Relations and Partnership Building**

- Build and maintain relationships with key stakeholders, including service users, donors, and delivery partners.
- Work with local churches and faith organisations to build support for the charity. Including speaking at church services and leading prayer meetings.
- Work with partners to create pathways and opportunities for our service users.
- Communicate project progress effectively to stakeholders and represent and promote the charity at meetings and events.

### **PERSONAL CHARACTERISTICS**

The Rahab Project Manager should demonstrate the following values:

- **Integrity** - Trustworthy, honest and transparent in all areas. Ensures their own behaviour and that of the team is consistent with the ethos of The Mustard Tree
- **Compassion** - Practices empathy. Understands the needs of our service users and partners.
- **Innovation** - Demonstrates creativity and works strategically to develop practical solutions.
- **Professionalism** - An effective communicator. Uses time and resources intelligently and is responsive to varying and changing needs.
- **Inclusivity** - Celebrates diversity and works collaboratively.

### **EXPERIENCE & QUALIFICATIONS**

Essential:

- Ability to communicate the values, vision and ethos of the charity.
- 2 years experience of successfully leading projects from inception to completion.
- Leadership experience, including the ability to inspire and motivate teams, delegate tasks effectively, and foster a positive work environment.
- Proven ability to build and maintain relationships with diverse stakeholders, including service users, donors, partners, volunteers, and community members.
- Experience assessing need and risk and a clear understanding of Safeguarding.
- Experience of working with sex workers (either professional or voluntary).
- Understanding of the causes and effects of sex working.
- Confident using Microsoft Office.

Desirable:

- Knowledge/experience of monitoring and evaluation techniques, as well as experience preparing reports for internal and external stakeholders.
- Experience managing project budgets, tracking expenses, and ensuring financial accountability.
- Experience in public speaking and/or running training sessions or presentations.
- Experience of working in either the voluntary, health or social care sector.

### **OCCUPATIONAL REQUIREMENT:**

As this role is leading Christian chaplaincy, under the Equality Act 2010, there is a genuine occupational requirement to have an active Christian faith.

### **FOR THIS ROLE YOU WILL NEED:**

To have a DBS Enhanced Disclosure through The Mustard Tree, or a portable DBS.

Citizenship of the UK or Ireland, settled or pre-settled status under the EU settlement scheme or for non EEA Nationals, Indefinite Leave to Remain in the UK.