



convergence  
for economic  
transformation



**The Lescudjack Centre Penmere Close  
Penzance Cornwall TR18 3PE**

**Registered Charity Number: 1108093**

- Position:** **Projects Manager**
- Hours:** **34 hours per week.  
Flexibility is required. Will need to work outside office hours, including evenings and weekends.  
May involve occasional out-of-county work.  
Telephone and email availability required at all times.**
- Salary:** **£30,833 p.a. pro rata**
- Accountable to:** **Board of Trustees of Cornwall People First and their Advisory Group.**
- Responsible for:** **Implementing the decisions of the Board of Trustees.  
The day-to-day smooth running of the Cornwall People First charity and its projects.  
Supervision of staff and volunteers.**
- Essential:** **Car driver, with access to own car.**
- Probationary Period:** **This post is offered, subject to satisfactory CRB and employment reference checks. It is subject to a 3 month probationary period.**



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### **Duties will include:**

- **Leading the implementation of the Board of Trustees' decisions.**
- **Working in ways that show respect and that include everyone.**
- **Being aware of the needs of people as individuals, particularly those with complex needs.**
- **Managing a small team of staff and volunteers.**
- **Ensuring the smooth running of the office, the outreach team and other CPF projects.**
- **Ensuring the wellbeing of the CPF organisation, its staff and volunteers is maintained at all times.**
- **Regular reports to the Trustees and funders, using a variety of formats.**
- **Keeping clear records and accounts.**
- **Managing the budget and cashflow forecasts.**
- **Using computers, databases, and software including Microsoft Word, Powerpoint, Excel and image editing software such as Adobe Photoshop.**
- **Developing and managing systems, as appropriate, to enable the smooth-running of the organisation.**
- **Writing business plans and funding bids.**
- **Working with self-advocates and other CPF members to develop ideas and to implement plans to make these ideas happen.**
- **Implementing legislation to ensure CPF operates within the law at all times.**
- **Representing CPF at meetings, such as the Partnership Board or other network meetings to promote CPF.**
- **Working in partnership with other organisations for the benefit of the CPF members.**
- **Organising and developing awareness-raising campaigns around learning disability issues.**
- **Participation in relevant training, as directed or appropriate.**
- **Other duties, as necessary, for the wellbeing and development of the CPF organisation.**
- **Overseeing and managing of CPF's role in the Cornwall Works For Learning Disabilities programme. \*(See page 5)**

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**What skills, knowledge, values and experience should the new CPF manager have?**

- **Experience and understanding of working with people with learning disabilities/disability issues.**
- **Committed to the values and principles of Valuing People – rights, independence, choice and control.**
- **Need to understand that the Trustees are the bosses and they decide what happens.**
- **Treat people with respect and committed to working in ways that ensure that everyone is included.**
- **Good listener, patient and understanding of people's needs.**
- **Good attitude to thinking about the needs of others.**
- **Well organised and efficient, good administration and office management skills, including note taking and record keeping.**
- **Pro-active, with a 'can do' approach to make things happen.**
- **Reliable, trustworthy, approachable, happy, friendly, kind, welcoming, open minded and willing to learn.**
- **Able to make sure that things get done on time.**
- **Creative and have lots of new ideas.**
- **Able to work on their own as well as leading a team.**
- **Commitment to involving people with complex needs.**
- **Commitment to working in partnership and joint working to help people achieve their goals.**
- **Excellent communication skills.**
- **Excellent organisational skills.**
- **Excellent people skills.**
- **Excellent management skills (demonstrated by experience and qualifications).**
- **Experience of managing staff and volunteers.**
- **Able to organise and understand the issue of transport in a rural county.**
- **Available to work flexibly.**



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**Continued:**

- **Knowledge and experience of writing and managing funding bids, such as the European Social Fund.**
- **Experience of writing business plans, budgets and cashflow forecasts.**
- **Know about managing budgets, book keeping and accounts.**
- **Know what they are talking about and be able to prove they have the experience and skills to show they can do it.**
- **Willing to learn and get involved.**
- **Willing to work with self advocates and other CPF members if this arises.**
- **Considerate of peoples' feelings, but not to be a push over, knowing where the boundaries are.**
- **Experience of working in the Public, Voluntary and/or Community Sectors.**
- **Knowledge and clear understanding of relevant legislation.**
- **Practical experience of working with people with learning disabilities.**
- **Evidence of previous successful partnership working.**
- **Value added attributes, eg: signing (Makaton), training experience, supervisory management qualifications.**
- **Good time keeping.**
- **IT/computer skills, databases, Microsoft Word, Powerpoint, Excel and image editing skills such as the use of Adobe Photoshop.**
- **Car driver with access to own car.**
- **Must pass a CRB check.**



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### **Duties specific to Cornwall Works For Learning Disabilities programme:**



- **To oversee and manage the referrals process for the Cornwall Works for Learning Disabilities (CWLD) programme.**
- **To ensure that Cornwall People First sees clients in a timely manner and ensures a smooth referral process to delivery partners.**
- **To work closely with other CWLD partners across Cornwall to ensure the maximum take up of provision.**
- **To provide Cornwall Council with all necessary documentation and information for the smooth running of CWLD including monthly written reports.**
- **To attend regular monthly CWLD Steering Groups and provide updates on progress.**
- **To support partners in their activities in engaging employers across Cornwall in order to maximise job outcomes for clients.**
- **To take part in and support publicity events to maximise recruitment or employment opportunities.**
- **To be responsible for ensuring that new referrals from Jobcentre Plus are seen in a timely manner and advisers are provided with feedback.**
- **To ensure all staff undertake robust checks and proper training in the context of Safeguarding Vulnerable Groups.**



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**Additional Information:**

**Applications need to include:**

- CV (including work history, education, qualifications and a personal profile)
- Names of 2 referees
- Covering letter

**Closing date for applications: Friday 12<sup>th</sup> March 2010, 5.00pm**

**Interviews will take place at the Cornwall People First Office in Penzance on: Tuesday 30<sup>th</sup> March 2010**

**Please send applications to:**

**cornwallpeoplefirst@hotmail.co.uk**

**or**

**Cornwall People First  
The Lescujack Centre  
Penmere Close  
Penzance  
Cornwall TR18 3PE**