



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Assistant Project Manager</b>
<b>PAY BAND:</b>	<b>Band 5</b>
<b>DIVISION:</b>	Operations and Organisational Development
<b>BASE:</b>	Spring Farm
<b>REPORTS TO:</b>	Head of Service and Practice Development
<b>ACCOUNTABLE TO:</b>	Chief Executive Officer
<b>KEY WORKING RELATIONSHIPS</b>	

### **Job Summary**

- To contribute, improve and positively influence the experience of dying, death and loss in the local population and beyond.
- The post holder will contribute to the development of a project team within EoLP and will support the implementation of an integrated approach to project management within the organisation.
- The post-holder will support the design and implementation of a range of project work, ensuring coordination and consistency across the organisation.
- They will support and develop partnerships, both internal and external. This will include working with community groups, service users and carers, care communities, service providers and commissioners.

### **Key Duties/Responsibilities:**

- Support the development of documentation and processes to support effective project management
- Support colleagues to plan, deliver, monitor, communicate and evaluate project work
- Provide high quality project support, including reporting and analysis of data and information
- Participate in relevant working groups
- Maintain administrative and information resources
- Contribute to effective information management within the team
- Support the undertaking of auditing of projects, services and initiatives
- Communicate information and issues effectively in a range of formats including reports
- Develop materials which improve understanding of EoLP's vision and work

### **Planning and Organisation**

- Support the scoping and planning of projects, including the identification of key milestones, deliverables and benefits
- Support the timely implementation of projects in accordance with the agreed priorities of the team
- Plan and organise meetings or events and assist in diary management
- Support the development of funding applications with EoLP Partners and support funded projects resulting from successful bids



## **People Management**

- Provide training, advice and support on own area of responsibility where applicable
- Participate in recruitment processes
- Support training and induction of staff
- Support the development of volunteer opportunities within EoLP's project work and provide support and supervision to volunteers within the workplace

## **Key Working Relationships**

- Be a point of contact for and maintain positive relationships with a broad range of stakeholders internally and externally
- Work with the statutory and community sector including, local authority, NHS organisations, community groups and third sector organisations to develop capacity to deliver projects
- Engage with service users, carers and staff groups and use feedback to inform project work

## **General**

1. To contribute to and support the development of policies, procedures and protocols as appropriate
2. To promote equality of access and opportunity in all aspects of the work
3. To take all reasonable steps to promote a safe and healthy working environment which is free from discrimination
4. To comply with the EoLP policy on confidentiality, and the General Data Protection Regulations relating to information held manually or on computerised systems
5. To respect the confidentiality and privacy of clients and staff at all times
6. To maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with EoLP policies
7. To participate in personal training, development, appraisal, and attend all relevant training courses as required
8. EoLP has a responsibility and is committed to safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honour this commitment to minimise risk or harm in accordance with current legislation, statutory guidance and EoLP's policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard patients

***The list of duties in this job description is not exhaustive and is intended to outline the main activities of the post holder. Duties and responsibilities may be subject to change taking into account the development needs and following full discussion with the post holder.***

***As this is a new role this job description will be reviewed and amended (if necessary) after 6 months.***