

FORTH SECTOR DEVELOPMENT

JOB DESCRIPTION

POST:	Project Manager Social Return on Investment (SROI)
RESPONSIBLE TO:	Head of Forth Sector Development
PURPOSE OF JOB:	To deliver the SROI project

Background to this post:

Forth Sector has been commissioned by the Scottish Government to lead a consortium of partners to raise awareness of and develop a means of measuring the social value that is created by investment in public, private and third sector activities. This complex but exciting project offers the means by which social value can be established and used in investment and funding decisions and as a means of measuring impact in simple but definable terms.

The Role

The Project Manager's role is to ensure that the SROI project is delivered, on time, within budget and to the highest standard. This will require advanced skills and experience of delivering similar types of projects. The Project Manager will report to the Head of Forth Sector Development and will manage and be supported by a Project Evaluator, who's role will be working with organisations to raise awareness of SROI and to assist them in preparing for predictive audits.

MAIN TASKS

The main task is to deliver the SROI project as specified under the contract with the Scottish Government on time, to budget and to a defined, high, standard. This will involve:

- Delivering specified project outputs
- Managing working relationships with stakeholders, clients and partners involved in the project.
- Planning, organising and directing internal staff and external partners as required by the project plan/specification
- Providing timely and accurate management reports internally, to partners and the Scottish Government as required
- To monitor and assess project progress in order to contribute to/advise on the future development and strategy for SROI (beyond the project period)
- To manage the Social Impact Assessor.

Organisational Responsibilities

- Actively participate with own supervision
- Carry out administrative duties in connection with the post
- Contribute to the overall achievement of Forth Sector's mission and objectives
- Provide a supportive working environment to all staff and Service Users
- Ensure the values of Forth Sector are upheld across the organisation
- Attend staff and team meetings as requested
- Undertake any other duties as determined by the Development Team and Directors

Promotion of a Supportive Working Environment

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded, and where the well-being of all staff is of upmost importance. Staff and Service Users alike expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable to them. All staff and Service Users must promote this environment as part of their roles and responsibilities. There is also an employee assistance programme available at no cost to employees to provide and support employees and their families on issues that may affect their work or personal life.

Training and Development

Training and development of staff and Service Users is a key expectation of all staff employed by the organisation. They will demonstrate their commitment to staff and/or service user development by assessing skills, planning development activities, discussing outcomes and evaluating effectiveness. They will be expected to motivate, encourage, coach and support staff and/or Service Users towards the outcomes agreed.

Person Specification

Project Manager Social Return on Investment (SROI)

Specification	Essential	Desirable
<i>Knowledge</i>		
Knowledge of project management techniques in a similar field.	✓	
Knowledge of budgets and budgetary control	✓	
Knowledge of quality management systems (such as EFQMS)		✓
Knowledge of social return on investment, social auditing or a related discipline		✓
<i>Skills</i>		
Ability to communicate with people at all levels and to establish and sustain productive working relationships	✓	
Organised, analytical, methodical and diligent	✓	
Ability to be diplomatic but assertive if appropriate: resilient	✓	
Ability to negotiate	✓	
Ability to write clear, concise reports	✓	
Ability to take an overview and see ahead	✓	
<i>Experience</i>		
Experience of managing similar types of project.	✓	
Experience of working with a range of partners/stakeholders	✓	
Experience of line management		✓
Experience of delivering projects to public sector bodies		✓