



**Providing a lifeline of welfare and support to fishermen and their families**

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| <b>Job Title:</b>      | Project Delivery Manager: initially fixed term contract to December 2020. Possibility of extension. |
| <b>Salary:</b>         | £37- 45,000 p.a.  |
| <b>Responsible to:</b> | Chief Executive, Fishermen's Mission  |
| <b>Hours:</b>          | 37 a week (some weekend and out of hours working may be required)                                   |

**Purpose of the Role:**

The purpose of the role is to deliver the SeaFit Programme, a joint Health and Wellbeing Development Project (HWDP) between the Fishermen's Mission and Seafarers Hospital Society (SHS). You will be responsible for the successful delivery of all programme elements, to specified levels of time, budget and quality. This will include implementation, development of existing provisions and general business oversight for the project. Whilst reporting directly to the Fishermen's Mission CEO, you will work closely with SHS's Health Development Manager in all elements of this programme. The role is fundamentally peripatetic but you will be based from our Head Office in Whiteley, Hampshire.

Key Responsibilities:

**Programme Design and Delivery**

- To assist in programme planning and development.
- To assist with the production of comprehensive programme plans and documentation to enable the programme to be managed against a clear set of defined deliverables and milestones.
- Monitor the programme delivery against the proposed and any revised timeframes and or project variations, clarifying any changes and document, including differences and additions to the original programme, and informing all relevant parties.
- To conduct an evaluation of the programme and make any follow-on recommendations as required.
- To produce programme documentation and create knowledge libraries with the end goal of using this documentation to train and support future programmes.

- Ensure learning and best practice is shared and disseminated across all projects and specifically across those which are similar. E.g. health trainers
- Working with local and national staff, be responsible for organising Health Check events, ensuring early and appropriate marketing of the event as well as follow up and reporting across local and national media channels and social media.

### **Monitoring and Evaluation**

- Liaising with providers and ensuring monitoring and evaluation data is collected, collated and documented and presented in time for contract monitoring meetings
- Linking in with projects that seek external evaluation of programme and project outcomes and proactively ensuring relevant data is captured
- Ensure both quantitative and qualitative data is collected for each project
- Develop monitoring systems to ensure project outputs and outcomes are delivered
- Carry out a comparative evaluation of impact of health checks and trainers against areas where there have been no trainers

### **The Management of Employees**

- To provide leadership to those involved in the programme by defining work and ensuring deadlines are understood and adhered to and that programme objectives are clearly articulated and understood.
- To ensure programme requirements and resource levels are fully supported and approved throughout the lifecycle of the project, including staffing, ICT implementation, revisions, evaluations etc.
- To manage the successful delivery of SeaFit to time and quality.

### **Budget Management**

- Managing spending and resources within agreed budgets and criteria
- Provide reports detailing budget against expenditure as required.

### **Auditing Project**

- To ensure that you carry out regular and comprehensive audits of governance of the programme.
- Ensure any issues that may impact on programme delivery are highlighted as soon as possible

### **To carry out any other reasonable duties as requested.**

### **Health & Safety:**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing

you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.

To remain vigilant and do everything possible to protect people who use our services, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

This organisation is committed to the protection and safeguarding of children and adults at risk and promoting their welfare. The Fishermen's Mission, therefore, expects all staff and volunteers to share this commitment.

The closing date for applications is xxx

Interviews will take place at our Head Office in Whiteley on xxx