



Job Description – Essex Shed Network Project Lead

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| Job Title: | Shed Project Lead |
| Responsible to: | MDCVS Director |
| Place of Work: | Office base in Maldon , some work from home or in the community |
| Salary: | £27-29,000 |
| Hours: | 37 hours per week. |

Purpose of Post:

The Essex Shed Network aims to support men in Essex to be more connected with their communities through the growth of Men in Shed projects and associated activities. The purpose of the Shed Project Lead is to support the range of Shed projects across Essex with information and advice and to work with them and other partners to expand the reach, impact and sustainability of Men in Sheds.

The Shed Project lead will also be responsible for gathering impact and monitoring data, supporting the preparation of funding applications and supporting and overseeing the work of other members of the Essex Shed Network team and it's partners.

Main Duties:

1. To provide support to established shed projects with information and advice as required and to respond to enquiries from the public. This will include but is not limited to:
 - Support to identify and apply for funding
 - Providing governance advice on structure and policy
 - Signposting to opportunities and information that may be of interest.
2. To have line management responsibility for the ESN Development officer in establishing new Shed projects across the county and ensuring consistent and high quality advice is given in relation to governance, health and safety and project management



3. To take part in regular management meetings with UCAN and MDCVS senior staff to report updates, concerns and influence project planning including ensuring project budgets are on target.
4. To play a key role in preparing funding applications for the Essex Shed Network and looking for funding opportunities to develop the projects reach and impact.
5. To take a lead on behalf of the ESN team in keeping records, collating and analysing information about project activity, impact and outcomes and produce reports as needed.
6. To explore opportunities to work in partnership to deliver projects to extend the reach and impact of sheds including, but not limited to, intergenerational work, inclusion work with people with mental health or learning disabilities.
7. To work with shed projects and the ESN team to use Shed projects as platform to facilitate the cascade of health messages and opportunities for lifestyle changes including the set up of peer support health groups and cascade of health related information.
8. In conjunction with shed projects and the ESN team work with Shed projects both existing and in development to facilitate access to training to increase Sheddors knowledge,
9. As part of the Essex Shed Network team set up, run and promote events and networking opportunities and encourage participation including the quarterly Shed forum
10. To develop good working relationships with local voluntary and statutory organisations and Shed partners.

Note: *This job description is subject to change (with reasonable notice) when appropriate and with prior consultation with the post holder.*



Person Specification

Candidates must explain and demonstrate in the application form how and why their previous experience, skills, abilities and knowledge meet the essential requirements of this post. Applications that fail to demonstrate this will not be considered.

| | | Essential | Desirable |
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| 1 | Proficiency in office information technology applications including Excel, Word, Publisher and Outlook | ✓ | |
| 2 | Strong interpersonal skills and the ability to support and encourage others | ✓ | |
| 3 | Strong organisational skills | ✓ | |
| 4 | Experience of project management and delivering against timescales | ✓ | |
| 5 | A flexible approach to work and ability to work on own initiative | ✓ | |
| 6 | A demonstrable commitment to constructive team working | ✓ | |
| 7 | Good communication skills including the ability to communicate by phone, face-to-face, via email & in a public facing capacity | ✓ | |
| 8 | Trustworthiness and respect for the organisation's need for confidentiality | ✓ | |
| 9 | Understanding of the importance of record keeping and monitoring and experience of writing reports | ✓ | |
| 10 | Access to own transport available for work use | ✓ | |
| 11 | Demonstrate an ability and understanding of working within an equal opportunities framework | ✓ | |
| 12 | Commitment to working in partnership | | ✓ |
| 13 | Understanding of the issues affecting voluntary groups. | | ✓ |
| 14 | Flexibility to cover for other staff members in the event of sickness/holiday. | | ✓ |
| 15 | Awareness of key health issues affecting men including social isolation, physical activity levels, ageing well and mental health | | ✓ |
| 16 | Experience of working with and supporting volunteers | | ✓ |
| 17 | The capacity to attend occasional evening or weekend commitments | | ✓ |
| 18 | Experience of social media tools and platforms | | ✓ |
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