

Common Ground Project Manager

Responsible to: Director of Development (Joint Chief Executive), with input from the Chair of the Common Ground Board

Salary: £27,024 per annum
+ £2,500 London weighting if applicable or home working allowance.

Hours of work: 35 hours a week, we would consider part time for an exceptional candidate

Place of Work: Flexible. Folk Office (SE17 3BQ) or homebased. The post-holder will need to attend regular meetings in London and at the camp venue (ME14 3JF)

Contract: Fixed term (August 2019 - November 2020)

Holiday: 36 days annual leave (including bank holidays)



Woodcraft Folk
Education for Social Change

YOUTH IS
NOT WASTED
ON THE YOUNG

Purpose: To work alongside the Common Ground Board to plan, manage and deliver a successful international camp for children and young people in line with Woodcraft Folk's aims and principles (especially Peace, International Understanding, Rights of the Child, One World and Education for Social Change).

Core responsibilities

1. Write/compile all policy documents and ensure systems are in place for health and safety, safeguarding and legal compliance, including maintaining a risk register.
2. Compile and present regular updates to the Camp Board and wider Woodcraft Folk membership.
3. Recruit and line manage the Common Ground Assistant, and any other short term temporary staff we may choose to employ.
4. Liaise with the venues and key suppliers, negotiating contracts and service levels agreements where required.
5. Maintain a general overview of the camp, with clear priority lists of tasks that need to be done.
6. Organise training events for key volunteer roles e.g. stewards, first aiders.
7. Assist districts in booking for the camp and fielding enquiries.
8. Represent the Common Ground Board at Woodcraft Folk events and to other IFM organisations.
9. You will be expected to attend the camp.

10. Carry out post-event evaluation to measure the success of the camp and its lasting impact on participants, especially lesson learnt to support the delivery of the next international camp in 2025.

11. Compile and write sections of the post camp report.

Additional responsibilities

1. Liaise with International Co-ordinator and support visa and funding applications of foreign delegations.
2. Assist Budget holders in financial matters, e.g. sorting out camp Credit cards or setting up service level agreements.
3. Have a working knowledge and understanding of the booking system, to correct user errors and interpret data produced.
4. Book, plan and coordinate the quarterly meetings of Camp Board.
5. Support members of the Camp Board in delivering their responsibilities e.g. youth empowerment, camp programme, site services, communications, volunteer support
6. Communicate regularly with the wider movement on camp progress.

Notes -

- The Project Manager will be line managed by the Director of Development (Joint Chief Executive) of Woodcraft Folk, as Woodcraft Folk tries to have professional line managers wherever possible. Additionally the Project Manager will have weekly meetings with the Chair of the Camp Board to set priorities and inform their work plan.
- The post-holder will be expected to attend safeguarding and child protection training.
- Line Management training can be provided to the successful applicant on request.

Personal specification

Candidate selection will be made against the following person specification. Any successful candidate will need to demonstrate all essential criteria.

Essential

- Experience in leading teams, volunteers and/or staff, to deliver long term projects.
- Experience in managing events, ideally camps or festivals.
- Demonstrated commitment to the aims and principles of the Woodcraft Folk and IFM SEI.
- Clear and concise approach to writing policy and guidance notes.
- Can take initiative and solve problems.
- Able to adopt a collaborative approach to working and experience of working in partnership with other organisations.
- Organised with high attention to detail, with ability to meet deadlines.
- Excellent interpersonal skills, with the ability to build relationship quickly and appropriately with others.
- Respect for others, including ability to take instruction from young people and volunteers.
- Comfortable working among a remote team, using online tools to communicate and collaborate.

Desirable

- Experience of working with volunteers.
- Experience of attracting funding and/or sponsorship.
- Experience of participating in Woodcraft Folk style camps.
- Experience of working internationally.
- Competent in speaking French, Spanish, German.
- Knowledge of ethical sourcing.
- Understanding of safeguarding and child protection issues.
- Experience of using social media to encourage engagement.
- Understanding of impact monitoring and evaluation.
- Ability to work within agreed budgets.

Please note: The successful applicant will need to demonstrate that they have the right to work in the UK and complete an enhanced DBS criminal records check.