

**ONE TO ONE PROJECT**  
**Job Description – Assistant Project Manager**

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<b>Job Title:</b>	Assistant Project Manager
<b>Base:</b>	Nelson House, Bergen Way, North Lynn Industrial Estate King's Lynn, Norfolk PE30 2JG.
<b>Hours of Work:</b>	21 per week
<b>Annual Leave Entitlement:</b>	17 days
<b>Salary:</b>	£21,000 pro rata
<b>Accountable to:</b>	Project Manager, Board of Trustees

## **General Information**

The One to One Project (registered Charity no. 299052) aims to provide support to adults aged over 18 years, who are disadvantaged by mental ill health, including the parents and carers of children and adults with mental health problems that cause disruption to daily living.

The One to One Project is an organisational member of the British Association of Counselling and Psychotherapy (BACP) and adheres to its Ethical Framework. All staff and volunteers are expected to work within this framework and observe the One to One Project's Policies and Procedures with strict adherence and to ensure that they are understood and practiced by everyone working within the One to One Project.

A volunteer team of 21 counsellors and mentors are currently staffed by two part time posts; a Project Manager (21 hours per week) and Administrator (30 hours per week). The majority of our services are carried out at our main premises in King's Lynn, with some support offered at outreach venues and within the community of West Norfolk. Our main premises comprise two main offices, three therapeutic rooms and a large group/meeting room.

The Project's support services are currently delivered between the hours of 9.00am and 3.00pm Monday to Thursday and 9.00am to 1.00pm on Fridays. No clinical work happens at weekends, though Continuing Professional Development is provided on one Saturday per month throughout the year. Provision for an evening service is in its planning stage and the post holder can expect to work one evening per week to chaperone this service.

Administrative support is provided by a part time administrator five days per week. The Project Manager currently works three days per week. The post holder can expect to work on the two days the Project Manager is absent and one overlap day to support collaborative working.

The post holder should have excellent interpersonal skills and be energetic and enthusiastic with a wholehearted commitment to providing respectful and high quality services to our clients and an ability to think and act quickly and creatively in meeting client need and promoting change in the organisation if necessary. The One to One Project is in an exciting phase of planning and development and needs an enthusiastic and motivated team worker, committed to taking on the challenge of community sector sustainability.

**Personal Specification**

Requirement	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Qualified counselling practitioner, to at least diploma level or equivalent</li> <li>• Membership with a professional body, e.g. BACP/UKCP</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to ongoing Continuing Professional Development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Must have at least two years working within a voluntary sector organisation or counselling environment</li> <li>• Understanding and experience of working with vulnerable adults</li> <li>• Experience of clinical assessment of adults experiencing mental health difficulties</li> <li>• Supporting in the management and supervision of staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of recruiting, training, supervising a small team of volunteers</li> <li>• Experience of service development</li> <li>• Experience of working alongside a Board of Trustees</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Effective clinical practitioner</li> <li>• Ability to communicate with health professionals at all levels</li> <li>• Ability to work as part of a team or under own initiative.</li> <li>• Ability to share learning and contribute to development of good practice.</li> <li>• Good written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in networking and liaising at all levels</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the voluntary sector &amp; the needs, policies and legislation affecting it.</li> <li>• Knowledge of monitoring &amp; evaluation methods, including CORE</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Self-starter and able to work with minimal supervision.</li> <li>• Outgoing and enthusiastic approach.</li> <li>• Commitment to engage in personal development opportunities.</li> <li>• Commitment to working one evening per week.</li> </ul>	
Availability	<ul style="list-style-type: none"> <li>• Must be able to work 21 hours per week (Specific times to be arranged by mutual agreement).</li> <li>• Commitment to working 1 evening per week</li> </ul>	

## **Job Description**

### **Clinical Duties**

- Direct, support and work with the Project's Counsellors and Mentors to ensure that the aims and objectives as embodied in the Constitution of the Charity are carried out.
- Deputise for the Project Manager as required
- Carry out clinical assessments of adults upon referral to the Project,
- Meeting individuals in their own homes or on the premises to describe available services and assist them in identifying their own support needs
- Maintaining and developing liaison with other agencies and partners.
- Assisting with the recruitment, training, supervision and direction of a small team of volunteer mentors
- Assisting with the provision of regular supportive managerial reviews to individual volunteer mentors
- Assisting with the allocation of appropriate volunteer mentors to individual clients
- Assist PM with interviewing and recruiting new volunteer counsellors
- Receive supervision on own work.
- Undertake relevant and appropriate training, attending relevant courses and seminars for own professional advancement.

### **Recruitment Duties**

- To meet with potential volunteers to outline the project's work and client group, to aid in the process of suitable recruitment.
- To deliver training "Introduction to Volunteer Mentoring" to potential new volunteer mentors .

### **Administrative Duties**

- Working alongside Management Committee to ensure core aims and objectives as embodied in the Constitution of the Charity are carried out.
- To understand and be able to manage all administrative and financial systems.
- Ensure appropriate record keeping and effective monitoring is carried out, including all statistical work.
- Data Input, including use of CORE (Clinical Outcomes in Routine Evaluation) software

- Assist in maintaining the library of information on other organisations in Norfolk and assist clients, referrers, and the general public to find appropriate support.
- Promote the One to One Project to outside agencies and businesses.

**Other Duties**

- Ensure premises are kept clean and tidy and fit for use.
- Undertake any other appropriate duties as required by the Project Manager and Management Committee.