

JOB DESCRIPTION

JOB TITLE	Head of Delivery
REPORTS TO POSTHOLDER	CEO
LOCATION	South Tyneside
SALARY SCALE	c£27,000 FTE
Working Hours	TBC c21-25 hrs per week
JOB PURPOSE	
<p>The Head of Delivery will lead Inspire's work on volunteering and will be the lead manager for our Know Your Neighbourhood project. They will also lead (with support from CEO) on Inspire's Communications delivery plan with particular regard to volunteering (including research into volunteer motivations).</p> <p>The Head of Delivery will work alongside the CEO and the Senior Community Connector as part of Inspire's leadership group – delivering on our strategic ambitions and supporting first class operational delivery..</p>	
MAIN RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. To deliver on our Know Your Neighbourhood plans. 2. To raise the profile and impact of volunteering in South Tyneside 3. To maximise the learning from the volunteering portal of Time to Spare 4. To work alongside CEO to develop research to better understand volunteer pathways 5. To revamp our communications in regard to volunteering 6. To ensure our volunteer skills programme and volunteer passport are maintained and promoted. 7. Develop and monitor an effective performance management framework for volunteering with a focus on outcomes and impact. 8. Be data curious and support Inspire's ambitions to develop a new data/insight strategy with the VCSE sector. 9. Establish and maintain positive relationships with statutory partners, local businesses and others as appropriate to build effective partnerships and participate in our South Tyneside Alliancing processes 	

KNOWLEDGE, SKILLS AND EXPERIENCE	
Essential	Assessment

1. Excellent interpersonal skills and ability to form and maintain appropriate relationships with community members, colleagues, public sector employees and appropriate agencies across a geographical area.	Application form/interview
2. Highly effective project management skills to ensure project success of volunteering element of Time to Spare	Application form/interview
3. Experience of managing people and setting out a clear vision for the team.	Application form/interview
3. Experience of/insight into scoping and delivering research projects	Application form/interview
3. Able to demonstrate knowledge of equalities and diversity issues, including understanding of barriers to participation and inclusion and evidence of addressing this in practice.	Application form/interview
4. Strong relationship builder with excellent partnership working and networking skills.	Application form/interview
5. Able to demonstrate a solution based approach to resolving project issues and delays and a common sense approach to getting things done.	Application form/interview
6. IT literacy	Application form/interview
7. Excellent communication skills including public facing information and confidence in reporting to Board of Trustees	Application form/interview
8 Self-motivated, organised, and able to work under own initiative as well as within a team.	Application form/interview