About Hope Community Project and this Role

The Spokes, Skills & Spoons Project Manager role is based within Hope Community Project, an independent community charity working in Heath Town, Wolverhampton.

For more than 40 years, Hope Community Project has worked alongside local residents to reduce isolation, strengthen communities, and create opportunities for people to thrive. We work with people from many different backgrounds, including families, older people, volunteers, and people who are new to the UK. Our approach is community-led, relationship-based, and rooted in the strengths, skills and aspirations of local people.

Spokes, Skills & Spoons is an exciting community project that brings together bicycle repair, clothing and textile upcycling, food sustainability and practical skills development. The project aims to improve wellbeing, build confidence, increase environmental sustainability, and create opportunities for learning, volunteering, and community participation.

The successful applicant will be an integral member of the Hope Community Project team and will be based primarily in Heath Town, Wolverhampton. They will work closely with Hope staff, volunteers, residents and partner organisations to develop and deliver the project.

Father Hudson's Caritas is the employing organisation for this post on behalf of Hope Community Project. Father Hudson's Caritas provides HR, payroll and employment support, while Hope Community Project is responsible for the day-to-day management and delivery of the project.

This partnership combines the strengths of both organisations, ensuring staff receive the benefits and support of employment through Father Hudson's Caritas while working as part of Hope Community Project's experienced and community-focused team.

HOPE COMMUNITY PROJECT WOLVERHAMPTON

Job Description and Person Specification

Project Manager Spokes Skills and Spoons

Purpose of this document This document sets out the responsibilities and selection criteria for the Project Manager who will lead the day-to-day delivery of Hope Community Project's National Lottery Community Fund programme, Spokes, Skills and Spoons.

Job title	Project Manager - Spokes, Skills and Spoons
Hours	28 hours per week
Salary	SCP 30 - £25,648.01 per annum
Contract	Fixed term until 31st March 2029
Location	Hope Community Project, Heath Town, Wolverhampton WV10 0HH, with outreach across the Heathfield Park neighbourhoods
Responsible to	Chief Executive Officer
Responsible for	Day-to-day management and coordination of the Spokes, Skills and Spoons staff team, sessional workers and volunteers, as agreed with the Chief Executive Officer

The successful applicant will be required to work flexibly, including occasional evenings and weekends, according to the needs of the programme.

About Hope Community Project

Hope Community Project has worked alongside the people of Heath Town since 1985. Based in the heart of the estate, Hope provides practical support, trusted community spaces and opportunities for residents to build relationships, share skills and shape local solutions. Our work is rooted in trust, belonging, inclusion and the strengths already present within the community.

About Spokes Skills and Spoons

Spokes, Skills and Spoons is a three-year, £390,000 National Lottery Community Fund programme. It uses practical activities in bicycle maintenance, sewing and clothing upcycling, and sustainable cooking to help people move from crisis support towards confidence, connection, volunteering and community leadership. The programme aims to engage more than 1,000 residents, support at least 100 people through a volunteer pathway and deliver measurable social, economic, environmental and empowerment outcomes.

Job Purpose

The Project Manager will take operational responsibility for Spokes, Skills and Spoons, turning the approved project plan into a coordinated, safe and responsive programme. They will lead the project team, manage resources and budgets, maintain clear systems, strengthen partnerships and ensure that delivery remains on time, within budget and accountable to the funder.

The postholder will be the main link between participants, staff, volunteers, partners, the Community Steering Group, the Chief Executive Officer and trustees. They will protect the project's community-led

character and ensure that residents' skills, cultural knowledge and lived experience shape both delivery and improvement.

Main Responsibilities

Project Leadership and Delivery

- Lead the day-to-day delivery of all three project strands - Spokes, Skills and Spoons - in line with the approved funding application, outcomes, timetable and budget.
- Translate the project plan into clear annual, quarterly and monthly delivery priorities, with named responsibilities and realistic deadlines.
- Coordinate workshops, outreach, volunteer-led sessions and community events so that activities are accessible, well resourced and responsive to local need.
- Maintain oversight of participation targets, volunteer progression and the project's social, economic, environmental and empowerment outcomes.
- Identify delivery risks, gaps or slippage early and agree corrective action with the Chief Executive Officer.
- Ensure that the programme complements Hope's crisis support services while creating clear routes into skills, contribution, volunteering and leadership.

Team Management

- Provide consistent, supportive line management to designated project staff, including regular one-to-ones, work planning, supervision, development and performance review.
- Create clarity across the project team about roles, boundaries, decision-making and accountability, reducing duplication and preventing important tasks from being missed.
- Coordinate sessional workers and volunteers with the relevant lead staff, ensuring safe recruitment, induction, training, support and deployment.
- Plan staffing and rotas so that activities are safely covered and staff wellbeing, workload and leave are managed responsibly.
- Build a collaborative team culture that values calm problem-solving, constructive challenge, learning and shared responsibility.

Community Leadership and Co Production

- Ensure residents are involved as partners in shaping activities, rather than being treated only as service users.
- Support the Community Steering Group and other accessible feedback routes so that people with lived experience influence priorities and decisions.
- Create opportunities for residents to share existing skills and cultural knowledge, co-deliver sessions and progress into peer and leadership roles.
- Work inclusively with people who may face poverty, isolation, language barriers, low confidence or insecure immigration status.
- Promote welcoming, culturally sensitive practice and remove practical barriers to participation wherever possible.

Partnerships and Representation

- Develop and maintain productive relationships with community organisations, statutory services, funders, faith groups, schools, businesses and resource partners.
- Represent Hope and the programme at relevant meetings, networks and events, providing clear follow-up and avoiding commitments beyond delegated authority.
- Secure and coordinate suitable donations and resource streams for bikes, textiles, food and other project materials.

- Work with partners to increase referrals, outreach, learning opportunities and progression routes without duplicating existing provision.

Finance Funding and Compliance

- Manage the delegated project budget, monitor income and expenditure, approve spending within agreed limits and provide timely forecasts to the Chief Executive Officer and finance colleagues.
- Maintain accurate records and evidence for National Lottery Community Fund reporting, audit and grant compliance.
- Ensure expenditure, procurement and use of donated resources follow Hope and Father Hudson's Caritas procedures, as applicable.
- Contribute to funder reports, trustee reports and future funding or sustainability plans, providing accurate narrative and financial information.
- Seek good value for money while protecting the quality, accessibility and community-led purpose of the programme.

Monitoring Evaluation and Learning

- Work closely with the Monitoring and Evaluation Worker to implement a simple, consistent framework across all project activities.
- Ensure staff and volunteers collect proportionate and accurate information on participation, progression, wellbeing, household savings, skills, waste diversion and leadership.
- Review data and community feedback regularly, use it to improve delivery and report honestly on progress, challenges and unintended outcomes.
- Capture participant and volunteer journeys through accessible feedback, case studies and Most Significant Change approaches where appropriate.
- Ensure monitoring is inclusive for people who may find English, formal paperwork or digital systems difficult.

Safeguarding Health and Safety and Quality

- Ensure activities are planned and delivered in line with safeguarding, health and safety, food safety, equality, data protection and environmental requirements.
- Make sure appropriate risk assessments, consent arrangements, incident procedures, registers and safety checks are in place and used consistently.
- Respond promptly to concerns and incidents, escalating them to the Designated Safeguarding Lead or other responsible officer in accordance with policy.
- Maintain high standards across workshop spaces, equipment, tools, food activities, outreach and community events.
- Support a culture in which staff, volunteers and participants feel able to raise concerns, learn from mistakes and improve practice.

Governance Communication and General Duties

- Provide concise, evidence-based updates to the Chief Executive Officer and trustees, including progress against targets, budget position, risks, decisions required and evidence gaps.
- Maintain effective project systems, records, calendars, action logs and communication arrangements.
- Protect confidential and personal information and ensure data is collected, stored and shared lawfully.
- Promote Hope's values and maintain professional boundaries and conduct at all times.
- Undertake training and other reasonable duties appropriate to the level and purpose of the post.

This job description describes the main responsibilities of the role. It may be reviewed with the postholder to reflect reasonable changes in the needs of the funded programme, without changing the overall level or purpose of the post.

Person Specification

Applicants should use their supporting statement to show how they meet the essential criteria. Evidence may come from paid employment, voluntary work, community leadership or other relevant experience.

Criterion	Status	Assess
Managing/coordinating substantial community, voluntary-sector or grant-funded projects.	E	App/interview
Turning agreed plans into delivery, tracking actions, deadlines, outputs and outcomes.	E	App/interview
Managing staff, sessional workers or volunteers with supportive challenge and accountability.	E	App/interview
Managing budgets, expenditure and financial procedures.	E	App/interview
Funder reporting, grant compliance or evidence-based reports for senior leaders/trustees.	E	App/interview
Co-production/community-led practice involving people with lived experience.	E	App/interview
Respectful work with diverse communities and people facing poverty, isolation or barriers.	E	App/interview
Strong planning, organisation, communication and reliable systems.	E	App/interview
Calm leadership, proportionate decisions, problem-solving and constructive challenge.	E	App/interview
Understanding of safeguarding, health and safety, equality, data protection and boundaries.	E	App/interview
Everyday digital tools for planning, communication, spreadsheets, records and reports.	E	App/interview
Commitment to asset-based practice, inclusion, sustainability, trust and belonging.	E	App/interview
Flexible working, including occasional evenings/weekends and travel across Wolverhampton.	E	App/interview
Relevant qualification or equivalent learning through experience.	D	Application
National Lottery or comparable multi-year grant-funded delivery.	D	App/interview
Monitoring, evaluation, outcome measurement, case studies or learning-led improvement.	D	App/interview
Knowledge of Heath Town, Wolverhampton communities, networks and challenges.	D	App/interview
Sustainability activities: cycling, repair, textiles, food, upcycling or waste reduction.	D	App/interview
Partnerships, volunteer pathways, community leadership or social-enterprise approaches.	D	App/interview

Personal Qualities and Approach

- Warm, approachable and able to build trust with people experiencing hardship, isolation or low confidence.
- Calm, practical and solutions-focused, with sound judgement and willingness to seek guidance.
- Inclusive, respectful and committed to working alongside residents as contributors and leaders.
- Organised, reliable, reflective and committed to Hope's values of trust, belonging and community-led change.

Additional Requirements

- Appointment will be subject to satisfactory references, proof of the right to work in the UK and any pre-employment checks required by the employer.
- The role will require a satisfactory Disclosure and Barring Service check at the level appropriate to the duties undertaken.
- The postholder must complete mandatory training and follow all applicable Hope Community Project and Father Hudson's Caritas policies and procedures.

Our Commitment to Equality

Hope Community Project welcomes applications from people of all backgrounds. We particularly value community knowledge, lived experience and skills gained through voluntary or informal roles. We will make reasonable adjustments throughout the recruitment process and employment.