



Job description and person specification October 2024

Role Title	Pit Stop Programme Manager	Salary	28 hours / week Based in Norwich Salary c£28,000 per annum pro-rata 1 year fixed term contract initially
Responsible to	Director	Area	South Norfolk and Broadland (and countywide)
Closing date:	2 nd December 2024	Interviews:	w/c 9 th December 2024

Before you start the application process you should make sure you have informed yourself of all of the necessary documentation associated with this application i.e.

Please reference as: **PS Manager**

Please compile an expression of interest / cover letter in line with the job specification and CV
and return to: admin@menscraft.org.uk

Or alternatively please send to:

MensCraft, 6, the Cottage , St Johns Alley, Maddermarket, Norwich, NR2 1DR

**The closing date for applications is by 12 noon 2nd December 2024.
Applications received after this time will not be considered.**

This post provides assistance to the Director in the day to day management of the organisation and its services.

Applicants should have the ability to work on their own initiative, as well as with the Administrator and project staff.

We are looking for an adaptable person with strong organisational/administrative skills who will maintain an efficient service in an informal and friendly environment and will, in addition deal in a sensitive and sympathetic way with a variety of enquiries and requests for help, either orally or in writing.

We are looking for someone with at least three years relevant / transferable experience. All candidates must possess a sound knowledge of the common computer packages and I.T.

A strong organised approach is essential, as is the ability to communicate well with people at all levels. The post requires strict adherence to confidentiality.

This is a new role working across Norfolk to

- support men who wish to challenge life limiting beliefs, build their motivation through engaging with others in a creative, safe/supportive and non-judgemental environment. The co-creation of various positive activities leads to opportunities for new friendships, skills, interests, meaning and purpose.
- Supporting those attending the Pit Stop to address the issues in hand, considering social, emotional, physical and psychological factors, as well as considering their wider family and community context.
- The role also requires identifying and creating a variety of positive activities that men will engage in. This again is best determined in dialogue with men but will likely include activities such as local MenSheds, allotments, fishing, volunteering, creative writing, singing groups, music and community theatre etc.
- Support the delivery of Pit Stops in Broadland and South Norfolk and the Nurture in Nature programme. Organise and implement 2 x 2 hour pop up sessions per week in various locations across South Norfolk and Broadland
- Identify and implement strategies to enable individuals to overcome barriers and create a variety of positive activities that men will engage in.
- Work with range of facilitators / instructors to lead activities
- Publicise the Pit Stop widely in each locality and in a variety of ways that reach as many men as possible.
- Build multi agency collaboration and support.
- Train Men's Wellbeing Champions and recruit and support Pit Crew (volunteers) in each area.
- Make referrals to relevant specialist support.
- Keep accurate data especially regarding safeguarding/GDPR.
- Report to funders on all KPIs
- Ensure that complex and/or high risk concerns are managed appropriately.
- Work with participants and other stakeholders in the monitoring & evaluation of individual activities and the overall effectiveness of service delivery
- Making referrals to relevant specialist support in order that men with for example mental health or substance misuse needs are actively engaged in treatment.

Roles and Responsibilities

- Line Manager Pit Stop Coordinators in Norwich, East, West and South Norfolk and the WayPoint Coordinator.
- Manage money and budgets
- Contribute to MensCraft achieving the highest standards and effectiveness in service delivery to service users within an operating environment which is complex and changing;
- Contribute to the implementation of the service aims and objectives, work plans, operational policies and procedures in such a way that they contribute to MensCraft aims and business plan objectives.
- Secure further funding for the Pit Stop programme
- Manage money and budgets

- Maintain good working relationships with colleagues and partners and represent MensCraft at other external meetings as required.
- Ensuring Pit Crew/vols are compliant with current legal requirements and have enhanced DBS's.
- Ensure that all staff are fully aware of their responsibilities regarding risk assessments and that RAs are rigorous, up-to-date and regularly reviewed.
- Develop a generic Pit Stop 'toolkit'.
- Encourage greater involvement of members in co-producing ideas/initiatives etc.
- Develop outreach plans for each area in order to engage with 'hardly reached' individuals and 'demographics'.
- Align the aims and objectives of the team (and individuals), to the overall strategy for the Pit Stop programme.
- Quality control: plan regular site visits.
- Discuss and support training needs.
- Establish clear, concise and consistent lines of communication
- Encourage greater use of the Pit Stop blog as a countywide platform for PS organisers.
- Encourage staff members to explore locally based funding opportunities and 'freebies'/concessions
- Support team members re managing devolved budgets
- Manage Health and Safety in the workplace
- Support and assist the Director and Trustees in their role
- Undertake any other duties as directed by the Director commensurate with the role

Reporting to:

- Accountable to the Director

PERSON SPECIFICATION

The criteria below are assessed via the application form and interview process, which may include task based assessment

Factor	Essential	Desirable
Experience	<p>Proven track record of</p> <ul style="list-style-type: none"> - supporting and assisting staff in delivering quality services - Managing variable office functions including I.T. and the website - providing a supporting function in managing budgets and finances - managing services information in relation to contractual reporting and compliance 	<ul style="list-style-type: none"> • Familiarity with project evaluation/monitoring systems • Experience of multi-agency and partnership working approach
Skills	<ul style="list-style-type: none"> - Experience of project administration - Report writing - Organisational ability - Oral ability - Listening and enabling - Numerate and literate - Confident with using IT and a good understanding of common software packages i.e. Office - Familiarity with financial accounting packages e.g. Sage 	
Knowledge	<ul style="list-style-type: none"> • The reality of running a small not-for-profit organisation • Filing and effective office management systems • Of the demands of an environment that requires continuous improvement 	<ul style="list-style-type: none"> • An understanding of the voluntary and statutory sectors in Norfolk • An awareness of the policy and funding available to our sector. • Proven previous experience within a service user focused environment
Qualifications and Other Requirements	<ul style="list-style-type: none"> • A relevant level 3 qualification • Understanding of confidentiality policies and the Data Protection Act (1998) • Ability to work on own initiative and collaboratively within a team • Ability to work within professional boundaries and in a non-judgmental way 	<ul style="list-style-type: none"> • A relevant degree (or equivalent) • An understanding of safeguarding related legislation in Norfolk.
Personal Qualities	<p>The personal qualities below are all of equal importance:</p> <ul style="list-style-type: none"> • Integrity (to demonstrate high standards of integrity, honesty and 	

	<p>fairness to help to deliver excellent services)</p> <ul style="list-style-type: none"> • Adaptable (to shape your personal vision and working practices to respond to, and contribute to, cultural and operational change within MensCraft) • Service focused (to respond to the internal and external stakeholders in a timely and appropriate manner and maintain the required level of quality service) • Self-awareness (to be aware of one's own strengths and weaknesses and the impact these may have on others) • Flexibility • Social values that are compatible with the not-for-profit business model • Completer finisher with preparedness to multi-task as well as pay attention to detail and driven to ensure tasks are achieved • A willingness to learn and open to continuing professional development 	
<p>Equal Opportunities</p>	<p>Ability to exhibit and apply awareness of positive actions, diversity and equal opportunities in service delivery; particularly in relation to carers, work colleagues and other organisations the post holder may come in contact with</p>	<p>Ability to promote and instil equal opportunities and diversity principles among carers, work colleagues and other organisations the post holder may come in contact with</p>