



# Project Manager: Kent Time Credits

## Be an Agent of Social Transformation!

**Based** in Thanet, Kent

**Starting Salary:** £27,000 - £28,000 pro rata plus pension, dependent on experience

**Contract type:** 12 month contract, 2.5 days per week (0.5 FTE) initially, with potential for growth

**Responsible to:** Senior Programmes Manager

We're a rapidly-growing social enterprise and we run the world's largest community currency organisation. Our work builds strong, resilient communities and gives people the tools to make real lasting changes in their lives. We are looking for a key individual to join our fun, friendly and busy team. This role will lead an exciting project growing and developing Time Credits in Kent, initially focusing on developing a new Time Credit network in Thanet. You will be working with a range of local partners in Thanet to manage, grow and deepen a Time Credits programme in local communities and with public services. This ambitious and innovative programme has a specific focus on engaging those aged over 50. Like everything at Spice, the work is fast-moving, creative and varied, and you'll train and support community groups and public service teams, manage a portfolio of community partners including signing up new partners for earning and spending Time Credits, account managing partners to make sure they are happy and well trained, and you'll support the volunteers we work with to access the exciting opportunities these partners provide.

### Job Description

You will lead, develop and grow Time Credits in Thanet, Kent, enabling and incentivising more people aged over 50 to get involved in giving their time locally, including through new activity groups. This will directly support individuals to build stronger social connections and enjoy healthier, happier, lifestyles. You will work with Spice staff and targeted other local organisations to integrate Time Credits into local services and activities.

You will work to support and grow a network of organisations and groups to sign up to and use Time Credits. This will involve responding to queries and supporting groups when they need it most. You will work to develop and build this network to work together and identify ways that they can unlock and share assets across the network. You will work with the local Partnership Manager to support the development of spending opportunities that are appealing to older people, as well as supporting the spending of Time Credits by older people and developing spending offers from local services and community groups.

You are an enabler and change maker who is passionate about public services and communities. You are a natural facilitator who recognises and is able to support the realisation of potential of individuals, groups and networks. You have experience of training and supporting people to work in new ways and take on new ideas. You know how to work in partnership with local services, you can facilitate, encourage, motivate and inspire.

The role is very diverse and we have successful Project Managers in our Spice team from a variety of backgrounds. We are after people who are inspiring and driven! This role combines good community, public and private sector relationship development with enthusiasm, strategic thinking and excellent networking skills. You are a self-starter, who can inspire commitment, and improve communities.

## Responsibilities

### 1. Growing a project focused on older people in Thanet

- a) **Identify & co-design new opportunities and ways of working** Work closely with Spice, Social Enterprise Kent and local partners to design and plan the development of this project, taking into account local priorities and ensuring a shared vision for the work
- b) **Sign up new services and organisations to hit growth targets** Sign up new earn partners into the network which support the objectives of the programme to reduce loneliness and isolation among older people. Support them from initial contact, training staff and co-designing new engagement opportunities with older people to launching their activities. Work with earn organisations on an ongoing basis to grow local activity and deepen the impact of earning and spending Time Credits for older people

### 2. Management and growth of Time Credit network activity

- a) **Encouraging spending** Work with the Spice Partnerships Manager to ensure that the spend network works for older people, supporting and encouraging them to spend the Time Credits they have earned in a way that achieves maximum impact
- b) **Marketing and communications** Developing specific communications approaches and resources to ensure older people in Thanet are informed about how they can earn and spend Time Credits. This will include capturing and promoting local activity to raise awareness of the project across a range of media such as email newsletters, printed materials and posters
- c) **Network development** Build a local network of services, community groups and businesses who work with each other to share assets and meet the needs of older people in the district. Proactively support the network to develop through events, networking meetings and building connections to foster relationships

### 2. Project management and reporting

- a) **Monitoring & evaluation** Ensure the regular collection of monitoring information and support programme evaluation as required
- b) **Stakeholder management and relationships** Develop strong relationships with key local stakeholders in Thanet and Kent, our contract manager and staff teams in our partner organisations
- c) **Contractual delivery and reporting** Work with the Kent Time Credits Partnerships Manager to coordinate local activity, meet contractual targets and report to stakeholders on progress. Keep project management documentation including project plan and risk register up to date

### 3. Contributing to development of older people's approaches

You will contribute to our national older people innovation programme, sharing best practice and learning and working with colleagues to problem solve and embed new approaches. You'll also develop and disseminate resources tailored to our work with those aged over 50, and contribute to Spice's wider development through our team knowledge and sharing days and residential.

## Experience & skills:

Potential candidates for this post will need to demonstrate the following key skills and experience:

### Essential

- You have experience of working with older people
- You have proven experience of successful partnership building (in any sector)
- You have proven experience of problem solving and driving improvement
- You are a creative thinker, able to see new opportunities for collaboration
- You are able to sell concepts and initiatives to new organisations and individuals
- You are pro-active, dynamic and able to inspire and enthuse others



- You have excellent written and verbal communication skills
- You have excellent computer skills and knowledge of Office products including Excel , PowerPoint and Word
- You are confident with social media platforms
- You are a team player, as well as being able to work on your own initiative
- You are outstanding at building rapport and developing productive relationships
- You are an excellent networker
- You are committed to the values of Spice
- You are creative, entrepreneurial with a can-do attitude
- You have experience of managing projects with multiple stakeholders
- You are a natural and experienced facilitator with experience in delivering workshops, training and large meetings

#### **Desirable**

- You have experience or a good understanding of community development models
- You hold a valid driving license with regular access to a car
- You have experience of working across different sectors to deliver projects
- You have experience of managing budgets
- You have experience in community development and/or public services

#### **Other Relevant Information**

- You will need to be flexible regarding working hours and location. Evening and weekend working will be a small but important part of the role.
- This role is subject to an enhanced Disclosure and Barring Service (DBS) check

## Remuneration & Contract

**Based in** Thanet

**Salary:** £27,000 - £28,000 pro rata plus pension dependent on experience

**Contract type:** 12 month contract, 2.5 days per week (0.5 FTE) initially with potential for growth

**Responsible to:** Senior Programmes Manager

### How to Apply:

Please send a CV and covering letter (max two pages) outlining why you are applying and your suitability for the role. The letter should speak directly to the responsibilities, key competencies, skills and experience outlined in the job description.

Applications should be sent to **Mark Caffrey: [markcaffrey@justaddspice.org](mailto:markcaffrey@justaddspice.org)**

**Please include your name and 'Project Manager: Kent' in the email subject line. Please make sure your files are named using this convention [FirstnameSurname\_CV] and [FirstnameSurname\_CL]**

**Deadline for applications:** 10am, 30th August 2017.

#### **Interview dates:**

First Interview: 1st September 2017

Second Interview (if invited): 5th September 2017

**Please do not apply if you will not be able to make these interview dates, either in person or via video conference by prior agreement. We regret that we will only be able to reply to and give feedback to shortlisted applicants.**

## About Spice and Time Credits

We develop Time Credit systems that value everyone's time, no matter who they are. Time Credits open up new opportunities to try new things, learn, be healthier and have fun. We work with communities of all kinds, across many sectors. We're passionate about the power within communities, and think that we're better at solving problems when we work together. Our programmes embody exciting partnerships between individuals and the public, voluntary and private sectors.

Our growth to date has been underpinned by a simple and understandable core concept and a vision of creating connected and resilient communities. Our work is led by a passionate and dedicated board and staff team and is supported by a core group of funders, champions and allies. Our team is fantastic and Spice is a great place to work and learn. We're growing all the time, making Spice a great place to learn and develop, we are always keen to hear from talented people from all walks of life who are interested in joining our team. Time Credits are a simple concept: for each hour that an individual gives to their community or service, they earn a Time Credit. These credits can then be spent on an hour's activity, help from another individual, or gifted to others.

Our work was founded on the concept of Time Banking: a time-based currency system theorised and popularised by human rights lawyer Edgar Cahn in 1986. In 2003, an Institute was established within the University of Wales, Newport to explore the use of community currencies to support social regeneration in the South Wales Valleys. The Wales Institute for Community Currencies (WICC) began to develop time-based currencies that could be used as a tool within the community sector. When the WICC project finished at the end of 2008, Spice was established to further develop the Time Credits concept. We have experienced rapid growth over the last few years with over 30,000 people are now earning credits with over 1000 organisations using the tool to support their work.



### Spice's Core Values

- *People are Changemakers:* People flourish in communities that value, nurture and harness the wisdom, passion and creativity of all
- *Together we work:* Strong sustainable communities are built when people, their networks and the agencies that serve them mutually work together
- *Change that is meaningful:* Investment in communities should be measured against its potential to create meaningful change

Please see our website and our YouTube channel to learn more about our projects and work.

<http://www.justaddspice.org> and <https://www.youtube.com/user/spicetimecredits>