



**Bromley  
by Bow  
Centre**

**Bromley by Bow Centre  
Recruitment Pack**

# **Getting on with Money Project Manager**

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Charity no 1041653



## Many thanks for your interest in working at the Bromley by Bow Centre

### People often find the Bromley by Bow Centre surprising.

Perhaps they don't expect a charity with 150 staff delivering 65 separate projects in 30 venues across East London. Nor a charity that provides essential services to over 2,500 people every month.

They may be surprised that we are a charity working in partnership with a clinical team that delivers primary care to over 50,000 patients every year. Or that we have incubated 73 social businesses, with a combined turnover in excess of £5 million, creating almost 400 jobs in the process.

People are often surprised we have our own in-house research team and a knowledge share project that has welcomed 2,000 visitors from 27 different countries in the last 12 months. And not everyone expects us to have a staff team that hails from 30 countries and speaks over 20 different languages and dialects. And then there is the inspirational three acre therapeutic gardens, with a beautiful Mediterranean courtyard that smells of jasmine and lavender.



We have spent many years creating a really positive, creative and inclusive working environment and my colleagues will testify to the fact that the Centre has a very special culture. This is borne out by the fact we are part of the Sunday Times Best Companies programme and have achieved 'ones to watch' for good levels of workplace engagement.

**We are a diverse team and really enjoy what we do and want to make a positive difference to peoples' lives. I hope you might be the next person to join our team... and be surprised.**



**Rob Trimble**

Chief Executive & Team Leader

## **Bromley by Bow in a nutshell**

Our focus is to inspire and empower the most vulnerable people, those who are isolated, facing physical or mental ill health or are lacking confidence, skills or qualifications. We operate in an area with entrenched economic and social problems. This includes having one of the highest levels of child poverty in the UK, the highest acute mental health admission rate in London, the second lowest employment rate in London and in an area where 34% of residents do not have English as their first language.



# Why is this job so important?

## The Bromley by Bow Centre has big ambitions

The Bromley by Bow Centre is a vibrant community centre in the heart of Tower Hamlets. The Centre is a charity with a national and international reputation for its innovative work in inspiring and empowering the people from the local community, using a unique model of integration. It supports over 2,000 people each month.

As Getting on with Money Project Manager you will have financial and project management responsibility for the operational delivery and ongoing development of the project and the Centre's wider financial capability work. The Getting on with Money project delivers a range of activities around financial capability and resilience in Tower Hamlets. It offers one-to-one money management support to those in crisis, workshop sessions for community groups and delivers a range of coproduced volunteer led activities that focus on building community financial resilience. The Getting on with Money project is funded by the National Lottery Community Fund.



If this sounds like you then we are keen to hear from you!

# Job Summary

The Bromley by Bow Centre is a charity based in East London, located at St Leonards Street, London, E3 3BT (close to Bromley by Bow underground station – District line and Hammersmith & City line).

<b>Job title</b>	Getting on with Money Project Manager
<b>Salary</b>	<b>Band 5-Pro rata</b> £28,000 - £33,000 per annum
<b>Contract</b>	Fixed term to end of February 2020
<b>Hours</b>	17.5 hours per week  We are advertising another 17.5 hour Project Manager role in the Advice Service which could be combined to make full time hours
<b>Reporting to</b>	Advice Service Programme Manager
<b>Holiday</b>	27 days pro rata plus 3 days for Christmas and Bank Holidays. 1 extra day that all staff get off for their birthday
<b>Pension</b>	Contribution made – details on request
<b>Probation</b>	3 month probationary period
<b>Deadline</b>	27 <sup>th</sup> March 2019 at 12 pm
<b>Interviews</b>	Week commencing 1 <sup>st</sup> April 2019

## Application process

Please complete an application form alongside our equal opportunity form and send it to:

**Ather Khan, HR Manager at [hr@bbbc.org.uk](mailto:hr@bbbc.org.uk)**



# Getting on with Money Project Manager

## **Job Description** (part 1)

### **Operational Management and Project Delivery**

- Ensure the project delivery reflects to the vision, mission and values of the Centre
- Manage and oversee the operation and efficient administration of the project
- Create and maintain quality assurance and project improvement systems that monitor standards and support high quality delivery
- Work closely with wider advice projects and other programmes and projects to integrate approaches and services, to share sector knowledge and to improve delivery
- Where applicable, create and maintain systems that meet legal and regulatory compliance requirements and the criteria of accreditation boards
- Create promotional material and resources as appropriate
- Ensure project delivery plans are developed and adhered to. If appropriate, devise and take mitigating or recovery action to ensure that any under-performance is rectified
- Coordinate the planning, management and delivery of the project to ensure it meets its required outcomes and provides excellent customer service

# Getting on with Money Project Manager

## **Job Description** (part 2)

- Deliver the Getting on with Money in line with the Centre's policies and procedures
- Support clients to consider ways to take control of their finances
- Deliver one-to-one advice and workshops on financial capability and money management for residents and staff members
- Complete attendance record keeping

### **Project Development**

- In conjunction with the Advice Service Programme Manager create project development plans and deliver the project in relation to them
- In conjunction with the Advice Service Programme Manager and Development Team, develop and submit bids and proposals for funding to statutory bodies, corporates, trusts and other funders

### **Team Leadership and Staff Management**

- Line manage, coach, support and mentor managers, staff and volunteers to ensure a motivated and high performing team

# Getting on with Money Project Manager

## **Job Description** (part 3)

- Establish performance targets for all direct reports and manage performance accordingly. Ensure supervision, appraisal and performance reviews are carried out as required by the Centre policies
- Provide evaluative reports on team activities and performance to the Advice Service Programme Manager and HR as required
- Ensure that clients, volunteers and staff safety is promoted through the development and implementation of a safety culture
- Hold regular one-to-one meetings and full briefings with the project team
- Devise and recommend training as appropriate to the development of the project, individual career progression and other events e.g. changes in legislation
- Undertake monthly seminars with staff to review cases in order to learn and improve the quality of the project
- Cover the staff member roles and responsibilities during periods of leave as required

# Getting on with Money Project Manager

## **Job Description** (part 4)

### **External and Internal Reporting**

- Monitor and evaluate the effectiveness of the project and the achievement of contract and project targets and outcomes
- Ensure that project reports are submitted to the funder in the agreed format and in accordance with agreed timetables
- Ensure the full collation of relevant monitoring and evaluative data for reporting on a quarterly and annual basis
- Ensure that income and expenditure targets are adhered and agreed contribution is achieved
- Ensure systems are developed and maintained to keep accurate records relating to the delivery of the contract
- Use these systems and controls to highlight to the Advice Service Programme Manager any material variation from budget or forecast
- Work with the Centre financial reporting timetable and in liaison with the Advice Service Programme Manager, to ensure the monthly/quarterly management accounts and forecasts are accurate

# Getting on with Money Project Manager

## **Job Description** (part 5)

### **Partnerships and Collaboration**

- Work with the Advice Service Programme Manager to develop and maintain effective relationships with existing stakeholders and partners and develop new ones relevant to the project and programme area
- Deliver presentations on the project to key stakeholders
- Identify, develop and maintain outreach sessions at partner organisations

### **Additional responsibilities**

- Adhere to Bromley by Bow Centre's policies and procedures at all times, including Equality and Diversity, Data Protection, Health and Safety, Lone Working, Confidentiality and Safeguarding
- Ensure that work reflects the vision, mission and values of the Centre
- Produce correspondence and perform administrative tasks
- Work closely and collaboratively with other members of the team
- Undertake any other additional tasks as reasonably deemed appropriate by Project Manager.

**The duties laid down in the job description may change following a review and in consultation between the post-holder and line manager and senior manager.**

# Getting on with Money Project Manager

## Person Specification (part 1)

### Essential Experience

- Proven track record delivering client focused services in the Advice sector to specified Key Performance Indicators (KPIs)
- Minimum of 2 years project management experience
- Relevant experience of delivering financial capability related interventions
- Delivering complex projects to contract specifications and targets
- Collaboration with and development of partnerships
- Cross-sector and cross-programme working with multi-disciplinary project teams
- An Advice and Guidance qualification at Level 3 or similar
- Financial management including budgeting, monitoring and financial procedures
- Developing and maintaining systems to produce management information reports
- Developing projects and contracts with funding bodies

# Getting on with Money Project Manager

## **Person Specification** (part 2)

### **Essential Knowledge**

- Knowledge of issues affecting those on low incomes
- An understanding of East London and its communities

### **Essential Skills**

- Excellent communication, interpersonal, written and presentation skills, including communicating with a variety of audiences and experience of writing concise and informative reports both internally and to funders
- Proficient in key MS Office modules

### **Essential Personal Attributes**

- Self-motivated, well-organised, able to prioritise and plan his/her own workload as well as that of the project and team
- Team leadership and to ensure the effective management of the project team
- Willingness and capacity to work occasional unsociable hours, including evenings and weekends

# Bromley by Bow in a nutshell (part 1)

Founded in 1984, the Bromley by Bow Centre is a pioneering registered charity located in Tower Hamlets. We support families, young people and adults of all ages to learn new skills, improve their health and wellbeing, find employment and develop the confidence to achieve their goals and transform their lives. The Centre provides a range of integrated services.

Our services are grouped under five programme areas:

- 1. My Life** - health, wellbeing and fitness
- 2. Community Connections** - timebanking, inclusive arts, horticulture
- 3. Employment and Skills** - employability, ESOL, digital inclusion, vocational training
- 4. Advice Centre** - welfare, housing, money and debt management, utilities advice
- 5. Beyond Business** - social enterprise start up and support

Our focus is to inspire and empower the most vulnerable people, those who are isolated, facing physical or mental ill health or are lacking confidence, skills or qualifications. We operate in an area with entrenched economic and social problems. This includes having one of the highest levels of child poverty in the UK, the highest acute mental health admission rate in London, the second lowest employment rate in London and in an area where 34% of residents do not have English as their first language (compared to 22% in London and 8% nationally).

# Bromley by Bow in a nutshell (part 2)

The Centre has an innovative approach constructed around an integrated programme of services. This model is based on empowering local people, fostering mutual support and creating a resilient community that can thrive at a time of huge economic pressure. Our focus is on long-term transformative impact on both individuals and the community as a whole, and we believe that it takes a steady commitment over many years to make lasting change.

Our vision is of a community where everyone benefits from the opportunities the future holds and where no one is ignored, excluded or forgotten. In the same vein, our mission is to use our empowering social entrepreneurial model to create a cohesive, healthy, successful and vibrant community that becomes a beacon for others.

The Centre acquired the adjoining three acre park on a portion of the land in the late 1990's and built the first Healthy Living Centre in the UK. This led to a significant expansion of our model, moving us into primary care. The Centre's location also incorporates an arts centre, a church and a cafe. The Centre has gained a national and international recognition for its innovative regeneration work in the community. The Centre is an accredited London Living Wage Employer and has recently been awarded Investing in Volunteers accreditation.

# Current Funders & Partners

Big Lottery Fund

Power to Change

Big Potential

Macmillan Cancer Support

Wellcome Trust

Health Foundation

National Theatre

Tudor Trust

English National Opera

Garfield Weston Foundation

Investec

JP Morgan Chase Foundation

OCS

Morgan Stanley

Poplar HARCA

Public Health England

Tower Hamlets Public Health

Tower Hamlets CCG

London Legacy Development

Corporation

Sport England

British Gas Energy Trust



# Inclusive Bromley by Bow



The Bromley by Bow Centre is a very diverse organisation. We pride ourselves that our delivery and support teams comprise many backgrounds and cultures and represent over 30 different nationalities and between us we speak more than 20 different languages and dialects. It's a real United Nations!



We are committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and service users are respected. The inherent strength of a vibrant, diverse and inclusive workforce help us to forge strong connections with all of our clients as well as ensuring we align our decisions to the local environment. We are very intolerant of intolerance.

# Application Information



**We welcome  
applications from  
everyone**

All applicants must be qualified to work in the UK. If an applicant has not been granted permanent status in the UK he/she must produce evidence of the necessary Home Office immigration status and permission to take employment.

Prior knowledge of a disability enables us to reasonably adjust our interview arrangements as needed. The Centre is committed to safeguarding and all our appointments are dependent on a satisfactory Enhanced Level Disclosure & Barring Service (DBS) check.



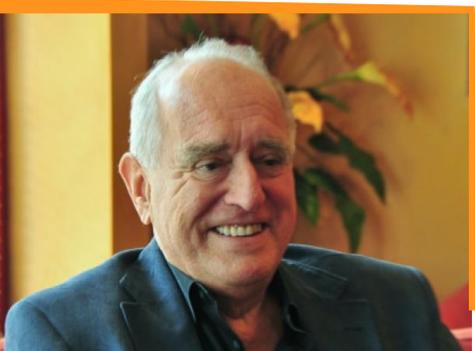
“In the early 1980’s, a run-down church in a poor area of London opened a small cafe, right opposite the local school. They started listening to the single mums who would come in for a cup of tea after dropping their kids off - and things began to happen. It became the Bromley by Bow Centre. Over the years, its grown and developed and turned into the most innovative, forward-looking health and community centre I've ever seen. It delivers services in a totally holistic and revolutionary way because it has placed people and their lived experiences firmly at the centre of every single choice and decision they make.”

**Michael Sheen, Actor**



“Everything about the Bromley by Bow Centre's work is both revolutionary and common sense. Sadly it is still revolutionary to listen to our local communities, to work *with* them rather than for them; it is still revolutionary to bring public health and local culture together; it is still revolutionary to trust local people to lead by and for themselves. It is also plain common sense. Sit down and have a cup of tea, talk to people, listen to them - and act on what we hear, *together*. Their work is a beacon for all who care about social change.”

**Stella Duffy, Author**



“I urge you to take your colleagues down to the Bromley by Bow Centre and let them see what has emerged from nothing. It is one of the most impressive displays of social entrepreneurship anywhere in Europe.”

**Lord Brian Mawhinney, House of Lords**