



"Pride in Our History, Faith In Our Future"

## **Bromley by Bow Community Organisation:**

**Strategic Manager / Project Coordinator**

**Hours: 30hrs per week**

This post will enable us to make a significant step change in terms of what our organisation is able to achieve. BBBCO has grown steadily and organically since the days when we first started out as group of young people with a dream of bringing about positive change within our community. We are very proud of the fact that having started with just a football team we now run a full programme of activities closely tailored to the needs of local people. Our vision has matured however, as we ourselves have done, and we understand that in order to continue to grow and deliver the most effective and efficient service within our community we need to operate in a more coordinated and consistent fashion, embed a series of operational standards across our work and plan strategically for the future. Although our core members and team of volunteers remain fully committed to BBBCO, a skilled permanent employee with day to day responsibility for the running of the organisation will be able to pull all the positive strands of our work together into a coherent whole and enable the trustees to step back a little and take a clear overview of the programme and plan for the future.

### **Job Spec Overview:**

#### **Admin & Project Implementation**

The post holder will be responsible for administering and overseeing the delivery of existing projects, developing project ideas and coordinating volunteers in the delivery of these projects.

#### **Monitoring and Evaluation**

To implement and manage the collation, input, reporting, and communication of data aligned with BBBCO own monitoring system and the local Youth Service System. Linking with internally and externally funded projects and partners as required.

#### **Servicing the Management Committee**

#### **Fundraising & Finance**

To assist the Board to identify and develop funding opportunities to support activities, projects and staffing. This includes the possibility of exploring the funding opportunities for setting up and developing a social enterprise.

#### **Managing Volunteers & Other Duties**

**Salary: Undisclosed (Email for More Info)**

**(3yr Fixed Term)**

**Flexible Approach to Working Hours**

**A CRB Check Will be Carried Out.**

**Closing Date: 29<sup>th</sup> January 2014**

For an Application Form/Job Description/Specification & more Details please email:

[mc@bbbc.co.uk](mailto:mc@bbbc.co.uk) or visit [www.bbbco.co.uk](http://www.bbbco.co.uk)

**Bromley By Bow Community Organisation**

**Marnar Centre**

**Devas Street**

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