



Project Manager – Route to Recovery project (fixed until 28 February 2025)

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

Hours: 25 hours/week

Length of contract: until 28 February 2025

Salary: £30,000 pro rata

Base: Kyra Women's Project – St Saviourgate, York

Accountable to: CEO

Closing Date: 12 noon 15 April 2024 (or earlier if enough suitable candidates apply)

How to apply: Send your CV and covering letter showing how you meet the person specification to ira@kyra.org.uk

Interviews: Date to be confirmed, to be held as soon as practically possible.

The Kyra Women's Project is the only independent charity in York which is dedicated to women's self-development. It is run by women for women. The charity brings together women who are isolated, emotionally vulnerable, or who are looking for help to improve their wellbeing and quality of life.

Route to Recovery is a 4-year intervention programme, funded by the National Lottery Community Fund and delivered by Kyra, which aims to help 240 women who have been disadvantaged because of domestic abuse or periods of mental ill health. The programme is now in its last year and because the current manager moved onto a different job, we are able to offer this exciting, fixed term opportunity to someone new.

JOB DESCRIPTION

PURPOSE OF ROLE

To lead on the implementation of the Route to Recovery programme.

KEY RESPONSIBILITIES

- To manage and regularly review the Route to Recovery programme in collaboration with the CEO and steering group for the programme.
- To identify, welcome and create a pathway of support for women in the target groups accessing the Route to Recovery Programme.
- To ensure that there is a full programme of sessions and courses available to the programme participants, including but not limited to drop-in sessions, counselling, Freedom courses, confidence-building and assertiveness courses, one-to-one mentoring, and expert surgeries for legal, money and IT advice and support.
- To support a caseload of participants, including providing 1-2-1 support for individual members where required, and to enable them to access a range of other peer and partner-led support courses and activities at Kyra to help meet their needs.

- To link with external partners (voluntary, statutory and business organisations) as well as internal contacts to create a pathway for each participant that meets their needs.
- To facilitate and deliver courses and workshops, as needed.
- To ensure the safety of participants in the programme by undertaking safeguarding training and being part of the Kyra safeguarding team.
- To identify and support volunteers delivering services to the programme, ensuring that they have appropriate training, induction and supervision.
- To create a pathway from member to helper or volunteer, enabling members to assist with project delivery.
- To manage the project deliverables and key performance indicators, producing reports for the CEO, steering group and others as required.
- To report to, present to and participate in steering group meetings involving trustees, external organisation representatives, members, volunteers and programme users.
- To liaise with the external project evaluator to ensure that appropriate data are collected, recorded and made available to appraise the project.
- To ensure that all Kyra policies, including confidentiality, safeguarding, data protection and boundary policies, are followed at all times.
- Any other tasks that may arise that are appropriate to the role and relevant to the delivery of the Route to Recovery project.

Person specification for Project Manager – Route to Recovery programme

Knowledge and skills	Experience of working in the voluntary sector and with volunteers	Desirable
	Experience of working with vulnerable people	Desirable
	Understanding of the issues of domestic abuse and mental ill-health	Desirable
	Experience of project management and reporting	Essential
	Experience of facilitation and delivery of workshops and courses	Desirable
	Experience of working with a wide range of people and organisations	Desirable
	Excellent communication skills, verbal and written	Essential
	Understanding of safeguarding issues; trained or willing to train in leading on safeguarding vulnerable adults	Essential

Attitudes	Comfortable with multi-tasking and prioritising competing demands	Essential
	Committed to inclusion, equality and diversity	Essential
	Empathetic, enthusiastic and positive, able to inspire and energise others	Essential

Kyra is committed to promote proactively a culture of equality, diversity and inclusion both as an employer and as a provider of charitable services to our members.

As an equal opportunities employer, we invite you to contact us if you need reasonable adjustments for any part of the recruitment process.

Kyra Women's Project

March 2024

