

Impact on Urban Health Heat Risk Project 2025

Project Manager Job Description

Context

- The aim of the project is to gain insights into how a Local Authority can help vulnerable residents at risk from extreme summer with a specific focus on working with and through local VCS organisations.
- The project overall will be managed by Lambeth Council; this post relates to Work Package 4 and its associated tasks which will be delivered for Lambeth Council by Angell Town RMO/Big Local Brixton North.
- While the work will provide useful support and advice to residents; it is primarily a research project aimed at gaining insight and understanding to inform subsequent work.
- The work needs to be delivered in summer 2025 and the post holder will work as part of an Agile project team with Lambeth personnel and others to deliver a fast-moving programme of work to tight deadlines.

Outputs and outcomes

This post holder needs to need to deliver the following outputs:

- **Cool pack research project.** This will involve recruiting around 200 residents assessed as being at higher risk from heat to be part of our cool pack work which will provide support and equipment and the experience of participants will be monitored through the summer of 2025.
- **Commissioning and coordinating a programme of summer activities.** The programme will also deliver a set of activities and events throughout the summer which will communicate messages and provide advice on dealing with extreme heat. These will be delivered by existing organisations working in the project area and are likely to be funded via small grants of between £500 and £2K. The role of the Project Manager will be to develop, commission and manage these events which will be delivered by these VCS organisations. It will also deliver a multi-channel communication campaign in the project area which the project manager will coordinate having been provided with the strategy and materials by Lambeth.
- **Monitoring engagement and supporting evaluation.** This is a research project and the Project Manager will be responsible for ensuring that monitoring and evaluation is done by local VCS partners. The materials, frameworks and necessary ICT will be provided along with any training and support; no specialist

training is likely to be required. Any technical support will be provided by the Lambeth team.

Requirements for the post holder

Essential

Availability.

- **The applicant must be available to start before the end of May 2025.**
- **While some hybrid working will be possible; the applicant will need to be present in the Borough for a large part of this work visiting partners, people and being present at events and meetings in the Borough.**

Skills and experience

- **Community engagement.** Experience of community engagement within deprived and difficult to reach communities; particularly multicultural inner-city communities.
- **Stakeholder influencing and relationship building.** Success will depend on the ability to persuade organisations and individuals in the project area to collaborate with us. This implies very good listening skills and the ability to develop rapport, identify common interests and develop mutually beneficial proposals.
- **Collaboration with Voluntary and Community Sector (VCS).** Experience of working across a range of VCS partner organisations to engage with communities.
- **Developing and commissioning local events and campaigns through VCS partners.** Experience of developing and delivering community events, activities and communication campaigns. While this will be done by VCS partners; the post holder needs a firm understanding of it as a commissioner/funder.
- **Managing small projects and programmes.** Experience of managing small community events and projects as part of a portfolio of projects and activities. In particular delivering work to a schedule.
- **Basic ICT skills.** There will be a need to use Microsoft Excel and Word or equivalent packages, complete simple reports and manage simple project plans online, use e-mail and to manage files. It is likely that monitoring and evaluation will be done via one or more online platforms and the Project Manager should be comfortable using these. It is anticipated these will be intuitive and not require specialist training.

- **Basic Social Media skills.** The project will include use of social media and smartphones and the Project Manager will need experience of using these in community engagement.

Desirable

- **Research experience.** Experience of social and/or health research is desirable. Relevant guides, templates and protocols will be provided by the post holder and must be able to support the collection of research data from this work. The post holder will be responsible for monitoring whether the information the project needs is being captured and must be willing to learn and engage with the research aspect of the work.
- **Formal Project or Programme Management.** Experience of using Agile or Managing Successful Programmes (MSP) is desirable
- **Knowledge of Lambeth.** Knowledge of Lambeth and its communities or similar communities is desirable.

To apply, please send your CV and a covering letter by midnight 16 May 2025 to jedidah.onchere@gmail.com

Interviews will be held on 20 May 2025. If you do not hear from us by 18 May 2025, please understand that you have not been shortlisted for the position.