



**Computer Training**

**Making a difference to the lives of older people**

## **Project Manager – ACE IT**

### **About ACE IT and the new post**

ACE IT is a small Edinburgh based charity that has been one of the key providers of computer training and digital support across various devices for older people for the past 16 years. [www.aceit.org.uk](http://www.aceit.org.uk)

ACE IT also runs an outreach project called Moose in the Hoose. It is based in five care homes in Edinburgh. It uses specially trained volunteers to help residents keep in touch with family and friends through access to the Internet, email, Skype and many other computer/iPad based activities. <http://moose.aceit.org.uk/>

Both projects are award winning at local and national levels.

The current Chief Executive is retiring from the charity and this now presents the charity with the opportunity to restructure with this new post of Project Manager.

### **The Post – Project Manager**

**Part time** - 21 Hours per week . Mon.Tues. Wed alternating Tues Wed Thursday.

One year contract from 31 March 2018

Rate of pay - £17472 per annum for 21 hours per week

Responsible to - ACE IT Board

Responsible for - 4 part time members of staff and 30 volunteers

### **Duties and responsibilities**

- **Strategic direction**

- ✓ Update action plan and projections monthly. The action plan is similar to a business plan in that it records what needs to be done, when, by who and how in terms of service delivery and funding.
- ✓ Adhere strictly to budget /financial controls as allocated by accountant and the Board
- ✓ Seek external funding to support the charity and its services
- ✓ Organise promotional and fundraising events

- **Project management, delivery and development**

- ✓ Responsible for delivering an overall clear programme of activity, income related.
- ✓ Find new ways of engaging a wider audience
- ✓ Monitor and report on outcomes/targets as required by funders

- ✓ Maintain ACE IT web sites and keep up to date
  - ✓ Manage control panel and liaise with relevant staff over web content
  - ✓ Manage control panel and invoice external hosting as required
  - ✓ Public relations – liaise with relevant staff for all marketing opportunities
  - ✓ Ensure all equipment is safely maintained in conjunction with relevant staff/suppliers.
- **Financial and budgetary management**
    - ✓ Adhere strictly to budget /financial controls as allocated by accountant and the Board
    - ✓ Seek external funding to help deliver services in line with budgets
    - ✓ Balance petty cash/ till reconciliations on a weekly basis
    - ✓ Ensure monthly management accounts are accurate with accountant
    - ✓ Ensure that budgets/monies from various funding streams are adhered to
    - ✓ Banking - Maintain the current/deposit accounts in good order and make transfers between accounts to maximise the interest charges
    - ✓ Ensure all bills are paid on time including wages (check time sheets)
- **Staff management**
    - ✓ Regular staff meetings and annual appraisals.
    - ✓ Ensure that personnel are provided with support, training and guidance as required and reviewed regularly
    - ✓ Ensure the welfare of personnel under Health & Safety regulations
    - ✓ Ensure all policies and procedures are maintained and up to date
    - ✓ Interview, police check, disclosures and references for all new personnel (including new volunteers).
- **Reports to the Board**
    - ✓ Prepare papers/reports for Board meetings and to keep Chair/Directors informed as necessary.
    - ✓ Circulate agenda, minutes and monthly management accounts in time for Board meetings.
    - ✓ Prepare report/statutory accounts for AGM and organise the event. Send out accounts to Companies House, OSCR, CEC, Bank and funders as required.

### **Essential person specification**

- Experience and knowledge of older people's issues and working with the voluntary sector at local and government levels.
- Interpersonal and inspirational team leadership skills.
- Motivation & enthusiasm to drive the charity forwards.

- Communication skills – able to prepare clear, concise reporting either verbally, written or using technology.
- IT literate and familiar with all social media at all levels.
- Experience in financial management & fundraising.
- Making funding applications and writing reports to funders.
  
- Interviews will take place at First floor , 44 Hanover Street Edinburgh EH2 2DR-  
date to be confirmed.
- In the first instance please email CV and outline some of your essential skills to [chair@aceit.org.uk](mailto:chair@aceit.org.uk)
  
- The closing date is 30 January 2018(noon).

