



TAMWORTH IN THE COMMUNITY

Job Title:	Community Projects Manager	Job Category:	Operational / Tactical / Strategic
Department/Group:	Tamworth In The Community	Job Code/ Req#:	CPM1
Location:	Tamworth	Travel Required:	Local Vicinity
Level/Salary Range:	£14,000 p/a (32 hours p/w)	Position Type:	Contract (Annual Renewal)
HR Contact:	Steve Lathbury	Date posted:	June 2, 2012
Will Train Applicant(s):	Courses are available (some at cost)	Posting Expires:	June 15, 2012
External posting URL:	http://jobseekers.direct.gov.uk		
Internal posting URL:	http://www.thelambs.co.uk		
Applications Accepted By:			
E-MAIL: COMMUNITY@THELAMBS.CO.UK		MAIL:	
Subject Line: TITC CPM1 Application + Applicants Full Name		FAO: Steve Lathbury The Lamb Ground, Kettlebrook, Tamworth Staffordshire, B77 1AA	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>Tamworth In The Community are pleased to offer a new role in our team; Community Projects Manager. The following is a description of the main responsibilities:</p> <ul style="list-style-type: none"> • Management of and funding raising (grants and sponsorship) for TITC's community schools program • Management of and funding raising (grants and sponsorship) for TITC's community holiday soccer schools • Development of collaborations with prominent local organizations • Creation of new sports teams in the Tamworth vicinity • Definition for and Management of 'Fun Days' • Continued development with existing partners 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<p>Qualifications in Finance, Management, Operations, Sales & Marketing will be considered desirable. Capabilities can also be demonstrated through submission of prior work or acknowledgements.</p>			
PREFERRED SKILLS AND EXPERIENCE			
<ul style="list-style-type: none"> • Experience of writing bids for grants & fund raising through sponsorship • Experience in formal project management techniques • Experience working with Children • Self-management skills • Customer Relationship Management skills 			
ADDITIONAL NOTES			
References from prior roles are desirable. Additional Information available upon request.			
Reviewed By:	Martyn Lathbury	Date:	May 27, 2012
Approved By:	Steve Lathbury	Date:	May 27, 2012
Last Updated By:	Martyn Lathbury	Date/Time:	May 26, 2012