

**Directorate:** Place

**Department/Section:** Leisure, Parks and Open Spaces/Lesnes Abbey Woods

**Job Title:** Lesnes 500 Project Manager

**Reports to:** Partnerships and Activities Manager

**Grade:** Bexley10

## Purpose of the job

Bexley Council, in partnership with The Friends of Lesnes Abbey and Woods (FOLAW), has secured funding from the National Lottery Heritage Fund (NLHF) to mark the 500th anniversary of the dissolution of Lesnes Abbey. Lesnes 500 will be a 2-year programme of events, activities and small capital programme commencing May 2025, concluding in April 2027.

Bringing your experience of externally funded community participation programmes, formal and informal learning, working with volunteers, event delivery and audience development and working in partnerships, your focus will be to ensure the successful and high-quality delivery of the project's activities. You will work closely with the project partners and diverse local communities surrounding the park and the London Borough of Bexley to deliver the various strands of the project.

## Principal accountabilities

### Direction

- To shape and review project managements plans, put in place robust financial management systems to ensure that the project is delivered within budget and within set timescales
- Set up a range of communication channels between partners including face to face enabling partners to work together efficiently at both strategic and delivery levels, ensuring that the project objectives are met
- Develop and deliver a social media strategy
- Develop and implement relevant programming policies covering areas relevant to the projects
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### Implementation

- Set up effective systems and procedures that will enable the successful delivery of a National Lottery Heritage Fund programme and implement the evaluation strategy.
- Co-ordinate, develop and manage the Lesnes 500 project as outlined in the bid, Manage, deliver, and co-ordinate project events and support partner activities. Co-ordinate and manage the delivery of partnership agreements with external companies for the above plans' delivery
- Provide progress reports to DLT, CLT, Members, project board and NLHF
- Oversee and co-ordinate all Lesnes 500 Project marketing, publicity and communications, plan and manage internal communications and awareness of project direction, mission, aims and objectives
- Manage and oversee Lesnes 500 management, structures and systems, creating a digital file management system and manage resource information and packs for use by e.g. the public and schools

- Maintain links and relationships with all partner groups and work with volunteers to ensure successful delivery of the projects
- Develop an excellent working relationship with funders and provide timely reports in line with their requirements and maintain, deliver and co-ordinate working group partner meetings
- Deliver Lesnes 500th Activity Plan and volunteering programme
- Manage and control income and expenditure within agreed budgets for Lesnes 500 Present and analyse project financial information
- Support and deliver necessary monitoring and evaluation of Lesnes 500 producing relevant reports as required
- Take responsibility for the Lesnes 500 budget, keeping records making the necessary draw-down of further funds from HLF as required and act as lead point for HLF grant officer and relationship manager
- Manage project budgets and support claims to funders. Track and control project finances in accordance with council procedures, setting in place project procedures for reporting and controlling expenditure.
- Have responsibility for Health & Safety for the activity plan participants and including visitors at the new Community Hub Building, you will write and monitor partners risk assessments, ensure appropriate Health & Safety signage and information and report on Health & Safety occurrences including hazards, near misses and incidents

#### **Organisational Control and Development**

- To keep under review and develop the structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective and efficient approach to the delivery of services.
- To ensure that working practices and processes are developed that maximise the use of new technology to ensure efficient and effective delivery of services to residents.

#### **Personal Effectiveness**

- To present timely and relevant advice and information to Parks and Open Spaces Team, Members and to ensure that Lesnes 500 Partners are briefed on major and sensitive issues.
- To deal promptly with all matters requiring the post holder's personal attention.
- To be fully conversant with relevant statutory provisions and the Council's constitution, processes and procedures; to develop the full range of managerial and professional skills and knowledge to satisfy the requirements of the post.
- To establish and develop effective working relationships and productive partnerships with all the relevant partners, including those in e.g. education, health, and voluntary sectors

## Person Specification

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**Job Family:** Professional 2

Selection Criteria	Essential/ Desirable (E/D)	Method of Assessment (see key)
<b>(a) Education and formal training</b>		
Educated to degree level in a relevant subject area eg Heritage and Culture or equivalent professional experience	E  D	A  A
Professional membership of relevant association		
<b>(b) Relevant technical experience, knowledge &amp; skills/abilities</b>		
Experience of delivering National Lottery Heritage Funded or equivalent programmes	E	I, & A
Experience of event and programme development, co- ordination and financial management	E	I, P & A
Demonstrable track record in audience development and community engagement including responsibility for health & safety and implementation of management plans	E	I, P & A
Experience of working with a range of partners and managing partnership agreements	E	I, P & A
Experience of working with volunteers	E	I P, & A
Experience of marketing across different social media platforms, writing copy for web content and communications, liaising with graphic design teams to create promotional material	E	I & A
Experience of evaluating projects and creating an evaluation strategy	E	I & A

Ability to manage workloads and competing priorities in an often deadline orientated environment	E	I & A
Excellent IT skills using the Microsoft Office Suite and use of the internet	E	I & A
Excellent communication, presentation and negotiating skills, both written and verbal. The ability to communicate with a wide variety of groups both internally and externally	E	I & A
Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.	E	I & A
Ability to think creatively, problem-solve and work on own initiative with minimal supervision	E	I & A

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**(c) Other Additional Requirements**

Able to work outside normal working hours i.e. attendance at occasional evening and week-end events	E	I
Demonstrate a commitment to and understanding of the principles of equal opportunities in both employment and service delivery	E	I & A
Full driving licence	D	I & A
Have a current DBS or will require a DBS Check	E	DBS

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**KEY:**

I = Interview, A = Application Form, AT = Ability Test, PQ = Personality Questionnaire,

P = Presentation, PE = Practical Exercise, DBS = Disclosure & Barring Service, DL = Driving Licence

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

## High Performance Indicators

Values	Behaviours for staff	Behaviours for managers
<b>Innovation</b>	I respond flexibly and adapt to changing demands	I routinely look for innovative and cost-effective ways to improve performance and customer service
	I am prepared to take managed risks to achieve better outcomes	I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future
	I ask 'What if...?' to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo	I take calculated risks based on available evidence and my professional judgement to learn and try new things
<b>Leadership</b>	I demonstrate a clear sense of purpose and direction, in line with organisational objectives	I take responsibility for my service and for making things happen to make a difference to my service users
	I am willing to take difficult decisions	I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work
	My personal actions promote a positive image of Bexley	I inspire, lead and encourage staff to move forward
<b>Collaboration</b>	I show respect for others and value contributions from internal and external partners and customers	I encourage the feeling that the team is a collective unit with shared goals
	I recognise the right solution, regardless of who initiated it	I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council
	I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver	I network internally and externally

<b>Listening and Responding</b>	I acknowledge other people's viewpoints and work with them to find a win-win solution	I seek regular service user feedback and review customer data to shape service improvements
	I prepare and present information anticipating questions and problems	I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them
	I adapt my style to the audience and their needs, using the most appropriate communication channels	I empower staff to make decisions and changes to improve value for money, customer service and productivity
<b>Open and Accessible</b>	I see issues from the customer / user perspective	I am accessible to my service users, customers, staff and Members
	I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs	I communicate and share a clear vision for the bigger picture as well as specific service areas
	I seek to build and maintain positive relationships with customers and partners	I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations
<b>Impact</b>	I prioritise my activities and resources to focus on those which have the most impact for residents	I design services that provide value for money and deliver our outcomes, informed by evidence
	I take responsibility for making things happen and achieving my objectives	I produce, prioritise and adapt plans to meet changing requirements
	I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence	I set interim goals to achieve notable wins on the way to larger objectives  I deal with poor performance