



# **Club Soda Leisure Link – Project Manager**

## **Application Pack**

## Who is Club Soda?

**Club Soda** is a disability-led charity in Croydon providing creative, music and media opportunities for people with learning disabilities.

***Our advisory board, the AdFizzory Group,*** is made up of adults with learning disabilities from different areas of our charity who help make creative decisions about how we run.

We are a charity for **Creatives, Campaigners & Gig Goers!**

**We run weekly workshops** in music making, djing and media. We mentor artists who produce original music, deliver inclusive live events and perform across London.

**Our Gig Buddies Croydon** project matches adults with learning disabilities to volunteers with similar interests so they can enjoy the things they love together.

**Our Leisure Link Project** is a group for people with learning disabilities who meet once a month to produce a monthly magazine about inclusive and accessible events in Croydon, review venues & events and produce a popular podcast.

We have a rebellious spirit and want to shake up our local community for the better. ***Everyone has the right to enjoy a social life, be the last on the dance floor or be the DJ!***

## Leisure Link

**Leisure Link** is a group people with learning disabilities and supporters who meet once a month to talk about arts and leisure: things they have done and things they are looking forward to.

**Leisure Link Magazine** is co-produced by the Leisure Link group. The magazine:

- Shares reviews, top tips and recommendations for events, services and venues in Croydon.
- Contains a list of useful art and leisure services in Croydon for people with learning disabilities.
- Celebrates and promotes inclusive events and activities across Croydon.
- Features a fun map of Croydon showing popular local venues that are highly recommended by members.
- Provides useful access information for all venues and events that we list.

It is important that everything we feature in the magazine is 'accessible' and 'inclusive' and we do our best to ensure someone from Leisure Link has had a positive experience before we feature anything.



## Leisure Link: Project Manager

Below is a **job description and person specification** for the role of Project Manager. Please read these carefully before applying.

The Project Manager will be employed by Club Soda on a 12-month contract, with the potential to extend.

The job is for **24 hours** a week, the work pattern is negotiable. The salary is **£19,200 pro-rata (£32,000 FTE)** paid monthly.

You will be entitled to **17** days annual leave per year (includes Bank Holidays). The calculation of your annual leave commences from the first day of your employment. Your leave year will start from the date your employment commences.

The successful candidate will be subject to an Enhanced DBS check.

**To apply please complete the application form [here](#) and submit your 60 second video** to tell us why you'd be great at the job.

**Details of how to send the video to us are in the application form.**

**Job Title:** Leisure Link Project Manager

**Location:** Croydon

**Contract Type:** Part-time 3 days per week (equivalent to 24hrs per week)

**Salary:** £19,200 pro-rata (£32,000 FTE)

**Accountable to:** Director

**Accountable for:** Project Coordinator and Project Assistant

---

## Summary

We are seeking a passionate and dedicated individual to join our team as a Leisure Link Project Manager. The successful candidate will play a crucial role in planning, implementing, and expanding the Leisure Link Project, which aims to improve the well-being and inclusivity of individuals with learning disabilities and autism in Croydon. This role manages the Project Coordinator and Project Assistant. The post holder will need to work closely with Club Soda's Advisory Board to ensure people with learning disabilities are the key decision makers and representatives of the charity.

## Key Responsibilities - Leisure Link Project Manager

## **1. Project Planning and Delivery:**

- Develop and deliver comprehensive plans for the Leisure Link project, aligning with the organisation's goals and strategies.
- Lead the implementation of Club Soda's successful bid to the South West London Health Inequalities Investment Fund, ensuring objectives are met.

## **2. Community Engagement:**

- Cultivate strong and meaningful relationships with individuals, families, carers, and local organisations within the target population.
- Collaborate with healthcare providers, care homes, and social prescribers to extend the reach and impact of the Leisure Link project.

## **3. Collaboration and Networking:**

- Establish and maintain partnerships with community connectors, local stakeholders, and relevant organisations.
- Actively engage with existing local services and networks to enhance the overall reach and effectiveness of the Leisure Link project.

## **4. Monitoring and Evaluation:**

- Implement robust data collection processes to monitor project progress and track participant outcomes.
- Conduct regular evaluations of project activities and contribute valuable insights to external project evaluations.

## **5. Overseeing Specific Project Components:**

- Develop and implement detailed plans for social events, ensuring they align with project objectives and participant needs.
- Coordinate the production and distribution of digital newsletters, printed magazines, podcasts, and the development of the dedicated Leisure Link website.

## **6. Financial Management:**

- Manage relevant budgets for the Leisure Link project, ensuring resources are allocated efficiently.
- Maintain accurate financial records for auditing purposes and utilise appropriate financial management systems.

## **7. Policy Adherence and Review:**

- Ensure adherence to Club Soda policies, particularly those related to 'Equality & Diversity', 'Safeguarding' and 'Health & Safety'.
- Participate in the regular review of policies, seeking input from the Advisory Board and ensuring easy-read versions for members.

## **8. Promotion and Marketing:**

- Actively promote the Leisure Link project to target audiences through various channels, including traditional marketing methods and outreach to stakeholder events.
- Develop strategies to engage potential sponsors and advertisers, ensuring alignment with the project's goals and values.

## **9. Collaboration with Club Soda's Advisory Board:**

- Work collaboratively with the Advisory Board to integrate the perspectives and insights of individuals with learning disabilities into project planning and decision-making processes.

## **10. Team Collaboration and Contribution:**

- Collaborate with the broader team, providing support and guidance to ensure the smooth running and success of the Leisure Link project.
- Attend regular team meetings, contributing to discussions and sharing updates on project activities.

## **11. Additional Duties:**

- Undertake other duties and tasks as required, recognising that the list of main tasks is not exhaustive and may evolve based on project needs.

## **Project Manager - Person Specification**

Please take note that the essential specifications are must-have requirements for the job. They are crucial. Desirable specifications are extra qualities that would be good to have but are not necessary for the job.

<b>Skills and Abilities</b>		<b>Essential or Desirable</b>
<b>1. Project Management</b>		
1.1	Proven ability to effectively plan, execute, and manage multifaceted projects.	Essential
1.2	Strong organisational skills with the capability to coordinate diverse project components.	Essential
<b>2. Communication</b>		
2.1	Excellent communication skills, both verbal and written.	Essential
2.2	Ability to engage and build relationships with diverse stakeholders, including individuals with learning disabilities, families, carers, and healthcare providers.	Essential
<b>3. Community Engagement</b>		
3.1	Demonstrated experience in fostering strong relationships within the community.	Essential



3.2	Ability to collaborate with various stakeholders, including local organisations, healthcare providers, and social prescribers.	Essential
<b>4. Marketing and Promotion</b>		
4.1	Proficient in developing and executing marketing strategies.	Desirable
4.2	Experience in securing sponsorship and/or advertising opportunities.	Desirable
<b>5. Financial Management</b>		
5.1	Strong financial management skills, including budgeting and maintaining accurate records.	Desirable
5.2	Familiarity with financial processes, such as expense tracking and utilisation of budget trackers.	Desirable
<b>6. Leadership</b>		
6.1	Proven leadership skills, especially in leading on successful bids and projects.	Desirable
6.2	Ability to lead and motivate a diverse team of professionals and volunteers.	Desirable
<b>7. Adaptability</b>		
7.1	Flexibility and adaptability to navigate challenges and changing project requirements.	Essential
7.2	Proactive problem-solving approach to overcome unforeseen obstacles.	Essential

<b>Knowledge and Experience:</b>		<b>Essential or Desirable</b>
<b>1. Project Development</b>		
1.1	In-depth knowledge of project development and implementation.	Essential

1.2	Experience in leading successful bids, especially with health-related funding bodies.	Desirable
<b>2. Community Health and Inequalities</b>		
2.1	Understanding of health inequalities, particularly in the context of individuals with learning disabilities.	Desirable
2.2	Knowledge of South West London's health and care landscape.	Desirable
<b>3. Digital and Media Literacy</b>		
3.1	Proficient in digital and media literacy for managing online content, including social media, websites, podcasts, and magazines.	Essential
3.2	Familiarity with current trends and best practices in digital communication.	Essential
<b>4. Fundraising and Sponsorship</b>		
4.1	Experience in fundraising, including planning and executing successful campaigns.	Desirable
4.2	Knowledge of securing sponsorship and advertising for projects or events.	Desirable
<b>5. Policy Adherence</b>		
5.1	Familiarity with policies related to Equality & Diversity and Health & Safety.	Desirable
5.2	Experience in policy review and ensuring compliance with advisory boards.	Desirable
<b>6. Collaboration and Networking</b>		
6.1	Knowledge of establishing and maintaining partnerships with community connectors and stakeholders.	Essential
6.2	Proven experience in actively engaging with local services and networks.	Essential
<b>7. Evaluation and Reporting</b>		
7.1	Understanding of data collection methods for monitoring project progress and participant outcomes.	Essential

7.2	Experience in conducting evaluations and contributing to external project evaluations.	Essential
-----	--	-----------

**Closing date for applications is Monday 26th February 2024, and interviews will be held on Tuesday 5<sup>th</sup> March 2024.**

If you have any questions about the role, please get in touch either via email at [olly@clubsoda.org.uk](mailto:olly@clubsoda.org.uk) or by telephone on 07309 750 283.

**To apply please click here to complete the application form [here](#) and submit your 60 second video to tell us why you'd be great at the job.**

**Details of how to send the video to us are in the application form.**

**Club Soda - Staff Structure**

