

## **Food4Macc Role Description – Project Manager**

(no longer operational)

**Author:**

**Version:**

**Date:**

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### **Purpose of role**

The project manager takes overall responsibility for the management of an authorised project that furthers the aims of Food4Macc (F4M).

For a specific project, this includes the management of:

- Planned activities
- Resources (both volunteers and tools/materials)
- Finances

The granting of access to land by landowners and the awarding of grants by funding bodies is dependent on F4M being able to demonstrate that any work it undertakes is carried out in a controlled and responsible manner and that volunteers are managed effectively and safely.

### **Location**

Project work will take place at various locations in and around the Macclesfield area.

### **Accountability**

The project manager will be appointed by, and accountable to, the F4M Management Committee.

### **Support**

The project manager should be supported by at least one (preferably more) deputy project managers who can assume all the responsibilities as defined here.

### **Specific responsibilities and guidance**

1. To ensure all activities carried out during the project fully comply with the **F4M Health and Safety policy**.
2. Appoint and train at least one deputy who can take responsibility for all aspects of the work in the absence of the project manager. The project manager or a deputy must be on-site when any volunteers are working.
3. Liaise with the Volunteer Coordinator to obtain the necessary volunteers for the project.
4. Ensure all volunteers working on the project have signed the **Volunteer Agreement and Attendance at Project Site** log before they carry out any work on the project site. Anyone who has not signed the document should not be allowed to work on site.

## Example only – not an operational document

5. Children (under 18), vulnerable adults or other people with special needs should only be allowed to work on site under the conditions laid down in the **Policy for Working with Vulnerable Persons**.
6. Maintain the project documentation and agree main points of approach, resourcing and funding with the F4M Management Committee. Provide updates to the Committee representatives in time for each committee meeting and more frequently where appropriate.
7. Establish contact with the landowner representative(s) and agree location and size of site, access requirements, facilities, restrictions and special conditions etc. These should be documented and kept in the project file. Maintain liaison with the representative(s) and keep them informed of plans, progress and any issues affecting the site.
8. Identify any risks for working on the site that are additional to those laid down in the Health and Safety Policy. Prepare assessments for these risks, highlighting any appropriate mitigating actions and notify the F4M Management Committee who will review the information and incorporate it in the F4M Health and Safety Policy
9. Ensure all volunteers are suitably briefed before starting work; this is to include any safety aspects relating to the terrain, use of tools and any hazards on or near the site.
10. Direct volunteers in their activities and prevent any unauthorized activities.
11. Keep a record of any incidents on the project and notify the F4M Management Committee as soon as possible after the occurrence.
12. Ensure the site is properly cared for and kept tidy and safe. Tools should not be left on site unless there is secure storage available.
13. Submit any estimated project costs to the F4M Management Committee. All expenditure must be authorised. Where the project purchases items directly, receipts must be obtained and submitted to the F4M Treasurer. The rules governing expenditure on behalf of F4M as laid down by the Treasurer must be followed.
14. Consider supporting any publicity activity agreed by the Committee that furthers the aims of F4M.