



Job Description

Job Title: Right Track Project Manager

Responsible to: Director

Main Purpose of Job: To lead the Right Track Project which aims to reduce involvement in anti-social, violent and gang-related activity by young people through providing face-to-face youth work interventions including karting, kart mechanics, training, volunteering, group work and other enhancement activities including offsite and residential activities.

Duties and Responsibilities include:

1. Project Management

- a) To be responsible for the professional and effective operation of the Right Track Project.
- b) To lead the Right Track Project team and deliver weekly inclusive karting activity sessions at the Right Track Project.
- c) To ensure that the Right Track Karting Track and surroundings are maintained to a high standard at all times.
- d) To work closely with the Oasisplay Youth Empowerment Project to ensure that young people's needs and aspirations are met and that a cohesive programme of activities is delivered.
- e) To be responsible for administration relating to the Right Track Project including correspondence and record keeping.
- f) Develop, implement and review individual action plans for each young person volunteering at the Right Track Project.
- g) Work with parents and families, where necessary, and maintain effective working relationships with all agencies involved with young people's needs.
- h) To be responsible for monitoring and evaluating the overall performance of the project in line with any organisational quality initiatives and any relevant external regulatory body.
- i) To maintain an up-to-date awareness of relevant external policy developments in the provision of services for children and young people.
- j) To liaise and work closely with relevant external contacts, including LB Lambeth and other funders, supporters and regulatory bodies.



2. Staff Management

- a) To be responsible for managing staff in the Right Track Project. This includes recruitment, supervision, training and appraisal of staff (and where appropriate, any volunteers/secondees).
- b) To work within all Oasis Employment Policies.
- c) To manage the workload of the project ensuring that work is appropriately delegated, that any staffing issues are resolved effectively and that project targets are achieved.

3. Finance & Information responsibilities

- a) To be responsible, with the Finance Manager, for the effective financial administration of the Right Track Project, ensuring that any income due is received, that costs of the project are controlled, and that both income and expenditure are carefully monitored.
- b) To work within the Financial Policies and Procedures set by the organisation, including those relating to the handling of cash and cheques.
- c) To be responsible for the collection of data and the production of regular reports/statistics relating to the Right Track Project's workload, outputs and outcomes.

4. Marketing & Income Generation

- a) To be responsible for the promotion of the Right Track Project.
- b) To be responsible for maximising the income for the Karting Project.
- c) To be responsible for production and distribution of any promotional material, relating to the Right Track Project.
- d) To be responsible, jointly with the management team, for ensuring that the professional and public profile of Oasis is maximised. Where appropriate this may involve liaising with media contacts, making presentations and taking part in interviews.

5. General

- a) To represent the organisation at meetings and events.
- b) To support all organisational quality and consultation initiatives and standards.
- c) To support the organisation's Equal Opportunities Policy.
- d) To support the organisation's Environmental Policy.
- e) To be responsible for working within all Health & Safety regulations pertaining to the project.
- f) To undertake any other duties commensurate with the post. Oasis is a small and flexible organisation and all staff are expected from time to time to provide assistance to other projects and to other organisational initiatives.