**Job Title: Project Manager - Leeds**

**Salary: £30,000 pro rata (£12,000) / Hours: 15.0 hours per week, flexibly**

**Closing date 12 noon – Wednesday 17 August 2016**

**Interviews to be held in late August / early September 2016**

Special Needs and Parent Support Yorkshire (SNAPS) is a small charity based in North Leeds, which has been providing structured play opportunities for children with special needs and their families since 2004. Having consolidated its financial and operational base over the last 18 months, SNAPS is now proposing to expand to at least one other site in West Yorkshire in the coming year, and to start providing facilitated information workshops for families. To support the current provision and manage the new programme, SNAPS is seeking to recruit a Project Manager with a good understanding of the needs of children with special needs, and the needs and concerns of their families, and a well-developed understanding of the voluntary and community sectors.

We seek candidates with the following experience:

* Demonstrable practical experience of working with voluntary and community organisations, and specifically organisations concerned with children with special needs.
* Demonstrable experience of working with a range of partners to achieve a common aim.
* At least two years strategic management experience at a senior level, preferably in the voluntary and / or community sector.
* Staff, financial and organisational management, particularly leading a team through a period of change.
* Experience of strategic business planning.
* Experience of designing, implementing and reviewing work programmes.
* Experience of designing and implementing a fundraising strategy.

The job content includes:

* Being responsible for the management and administration of the organisation in the implementation and execution of strategies agreed with the Board of Trustees.
* Being responsible for delivering the Vision, Mission, Values and Objectives agreed.
* Providing strong leadership for SNAPS, to represent the interests of children with special needs and to work closely with the Board of Trustees and the Chair to regularly review the organisation's strategic plan and to ensure it is able to monitor annual plans and targets.

The role is based from home, with travel around the region. Applications should be made using the SNAPS Application Form (CVs cannot be accepted). For a detailed job description, person specification, recruitment package and application form go to http://www.snapsyorkshire.org