



Project Manager

Salary

£35,000 pro-rata

Hours

21 per week including occasional evening availability

Fixed term contract to 31 March 2026 (with the possibility of extension subject to funding)

Remote working from home We offer flexible working.

thrivin' together is a UK women-only organisation led by lived experience of gambling. We offer space and time to women who actively gamble, are in gambling recovery or are impacted by someone else's gambling.

Set up as a CIC in July 2022 we have consulted with our community and co-produced support and activities for women to support a recovery with dignity, not apology. Our approach is choice, voice and change and we seek to inspire and instil hope, ensuring that no woman in the UK impacted by gambling feels alone.

We provide one to one support, group support and activities, access to counselling and Helping Hand voucher payments. We involve our women, and they shape what we do. Currently all our work is online.

In this important role, you will manage our team to empower women by delivering responsive care, activities and support.

The role will directly line manage our team through supervisions and fortnightly team meetings including the monitoring and reporting of progress and wellbeing. The role will ensure day to day administrative and operational processes are up to date and run smoothly.

The Project Manager will lead on our quarterly Advisory Board and Professional's Network meetings and coordinate workshops and activities in collaboration with our team.

The role will take responsibility as a Safeguarding Lead and will ensure policies are up to date with support from our Directors and Administrator.

Administration tasks, promoting the organisation and developing partnerships (within gambling recovery and beyond) are expectations of this role.

We welcome women who have been affected by their own or someone else's gambling, however this is not essential criteria or a compulsory disclosure.

We offer flexible working, training and opportunities to develop in a small friendly team.

We do not consider a criminal record as a barrier to employment.

Job Purpose

This role will:

- Manage a team of staff
- Ensure the smooth running of administrative tasks and operational processes
- Promote the organisation and services
- Develop, build and maintain relationships with relevant partner organisations
- Monitor, evaluate and report on impact
- Ensure safeguarding processes are efficient and relevant
- Develop and coordinate a co-produced programme of activities in response to the requests of our community
- Contribute to funding applications and income generation
- Complete their own administrative duties in an efficient and timely manner
- Support a culture which encourages and empowers

Key Responsibilities

- Staff management and wellbeing
- Safeguarding Lead responsibility
- Efficient and effective administrative and operational processes for the organisation
- Represent our organisation within and beyond the gambling recovery space
- Encourage honest and open relationships with our community that foster trust
- Advocate for women's rights and access to services within the community
- Engage in ongoing professional development activities to enhance skills and knowledge relevant to the role
- Work together with the wider team to ensure that offerings are fit for purpose and meet the needs of the community

Personal Specification: Experience

Essential

- Demonstrable experience in one or more areas – women's support, mental health, addiction and recovery, domestic abuse, women's health
- Experience in staff management and development
- Experience in coordinating activities and workshops

Desirable

- Experience of co-production

Personal Specification: Knowledge and Skills

- Evidence of good communication skills: written, verbal and digital
- Understanding the barriers women experience accessing support

- Confident presentation and IT system skills – Microsoft

Desirable

- Evidence of successful fundraising (grants, income generation)
- Understanding of gambling impacts and mental health
- Appreciation of feminist leadership
- Level 4 leadership qualification

Personal Specification: Personal

- Creative thinker and flexible problem solver
- A motivated self-starter
- Ability to prioritise competing demands
- Comfortable managing a team and working remotely
- Empowerment approach
- A desire to learn and to develop
- Committed to their own self-care and well-being
- Flexible, and responsive

A laptop and mobile phone will be provided with the role.

Who does the role report to

Founding Director of thrivin' together cic

Hours per week: 21

Application process

Complete the online application form at <https://forms.office.com/e/bznmJ3hwrB>
AND email your CV to admin@thrivintgether.org.uk before the closing date
Applications received with no CV or received after the deadline will not be considered.
Enquiries regarding the post should be directed to Nadine Ashworth
hello@thrivintgether.org.uk

Deadline Monday 28 April 2025 12 noon

Provisional dates for interviews: 6/7 May 2025

This role is funded through an Improving Outcomes grant from Gamble Aware

Thank you for your interest in this role and thrivin' together

Project Manager April 2025