



Recruitment Pack

Project Manager - Welfare,
Wellbeing and Work Project

14 hours per week.

Disability Information Bureau

Paths, not barriers

Empowering people to live well

The Disability Information Bureau (DIB) **supports disabled people** and those with **long-term health conditions** by providing information, advice and practical support to help them understand their rights, access welfare benefits and local services, and navigate barriers in everyday life. It also works with partners to improve inclusion and opportunities, promoting independence, wellbeing and participation in the community.

Our aim is simple – we **encourage people to stay independent and resilient by empowering them** to find the voice and gain the confidence to make positive changes in their lives.

Macclesfield Shopmobility is operated by The Disability Information Bureau on behalf of Cheshire East Council. We loan motorised scooters and manual wheelchairs to help people get around Macclesfield during our opening hours.

01625 501 759 www.dibservices.org.uk reception@dibservices.org.uk

Registered Company Ltd by Guarantee in England & Wales No. 6452443

Registered Charity No. 1124371



Vision

Empowering people
to live well

Difference we make:



Reduce
isolation



Improve
wellbeing



Better
financial
stability



Increase
confidence
in one's own
abilities

Activities provided:



Welfare
benefit
support



Information
and
signposting



Health
and
wellbeing
support



Volunteering
and
employment
support



Welfare



You can meet with a Welfare Adviser who will help you with:

- Disability & health related benefits
(PIP, DLA, ESA, Attendance & Carers Allowance, UC50)
- Applying for or renewing your benefit;
- Mandatory reconsideration & tribunals;
- Benefit entitlement checks.

Wellbeing



You can meet with a Support Coach who can help you with:

- Mental health support services;
- Housing issues;
- Financial Issues;
- IT support & digital inclusion;
- Finding social activities and groups.

Work



You can meet with a Support Coach who can help you with:

- Writing a CV;
- Finding volunteering opportunities;
- Job searches;
- Training.

For information or an appointment, please email reception@dibservices.org.uk or phone 01625 501759

Role Description - Key Information

Role:	Project Manager - Welfare, Wellbeing and Work Project
Reports to:	Board of Trustees
Works with:	Project delivery staff, volunteers, Trustee Board, external funders, statutory services, CVSCE
Location:	Hybrid – a mix of office-based work in Cheshire East, some attendance at key meetings or outreach locations, and home working.
Hours:	14 hours per week. Some flexibility will be required at key points (eg funder deadlines or important meetings), balanced by flexibility at quieter times.
Salary:	£33,500 per annum, pro-rata to 2 days a week (£13,400 per annum)
Contract:	Fixed-term, linked to funding, with the intention to extend and increase hours subject to funding and project growth.
Non-salaried benefits:	25 days' annual leave, plus 3 additional days gifted over Christmas, plus any bank holidays (pro rata for part-time staff). Flexible working as standard. Pension scheme. We encourage time off to undertake volunteering.
Application information:	Deadline: 5pm Wednesday 28 th May 2026 Interviews: Tuesday 9 th June 2026 (in person, in Macclesfield, alternative arrangements can be made on request). We only accept completed application forms which directly address the person specification. Agencies are not required

[Apply Here \(Link\)](#)

Purpose of the role

You will not be responsible for delivering project services directly, but will ensure that the strands of the Welfare, Wellbeing and Work (WWW) project are being delivered effectively, in line with funder requirements and agreed outcomes.

Working two days per week, the Project Manager will take a strategic, supportive role, helping to coordinate delivery, monitor progress and support staff and volunteers to meet targets and produce evidence of impact. The role is designed to provide oversight rather than daily operational management.

This is an evolving role with scope to expand over time as the project grows and further funding is secured.

Development and Growth of the Role

This role has been intentionally designed as a starting point, with clear potential to grow.

As the WWW project builds momentum and generates strong evidence of impact, there will be opportunities to secure additional funding that could expand the Project Manager role in both hours and scope. The postholder will play a key role in shaping that growth, helping to develop the project and, in turn, the organisation itself over the next five years.

The role is therefore particularly well suited to someone who enjoys building and developing services, and who wants to grow alongside the project rather than step into a fully formed senior role from day one.

Key Responsibilities

1. Light-touch Project Oversight and Coordination

- Provide overall coordination of the WWW project across its four strands:
 - Welfare benefits advice and advocacy
 - Health and wellbeing support (Support Coaching)
 - Volunteering, training and employment pathways
 - Community championing and engagement

- Ensure delivery remains aligned with the approved funding application, agreed outcomes and timescales.
- Maintain a clear overview of delivery activity, capacity and emerging pressures, raising issues early where needed
- Support the team to work effectively together, without duplicating operational roles

2. Supporting Staff and Volunteers (Proportionate to Hours)

- Provide strategic line management and support, rather than daily supervision, to key project staff
- Ensure appropriate supervision structures are in place and functioning well
- Work with trustees and staff to support volunteer development and involvement
- Promote wellbeing, good communication and clear role boundaries across the team

3. Monitoring, Evaluation and Learning

- Oversee monitoring and evaluation systems already in place (e.g. Charity Log, Outcome Star, surveys and feedback)
- Ensure evidence is captured consistently but proportionately, without creating unnecessary administrative burden
- Review outcomes and learning periodically to support improvement, reporting and funding sustainability
- Use evidence to help shape future funding applications and project development.

4. Governance and Organisational Development (Supportive Role)

- Act as a link between operational delivery and the Trustee Board, supporting clear reporting and informed decision-making
- Co-ordinate organisational development activity supported through the Lloyds Bank Foundation, rather than delivering it
- Contribute to thinking around:
 - Sustainability and income diversification
 - Project and organisational planning
 - Workforce development as the organisation grows
- Support (but not lead) the strengthening of systems, policies and internal processes

5. Financial Awareness and Risk Monitoring

- Work alongside the Chief Officer and Treasurer to maintain oversight of project budgets
- Flag risks, pressures or emerging issues early to trustees
- Support funder compliance through timely information and reporting

6. Partnership Working (Targeted and Purposeful)

- Maintain key strategic relationships with partners and funders
- Attend selected forums or meetings where there is clear benefit to the project or organisation
- Support the visibility and positioning of the WWW project within local systems, without expectation of extensive external representation

Person Specification

Essential

- Experience co-ordinating or overseeing projects within the voluntary, community or public sector
- Ability to work strategically within limited hours, prioritising what adds most value
- Understanding of outcomes, monitoring and evidence gathering
- Experience working with funders or reporting against funding requirements
- Confidence working with trustee boards or senior stakeholders
- Strong organisational and communication skills
- Commitment to equity, diversity and inclusion, and the social model of disability

Desirable

- Experience in disability, welfare, health or community-based services
- Experience in organisational or service development within a small charity
- Experience contributing to funding bids or sustainability planning

Values & Behaviours

Values and Ways of Working

The Project Manager will:

- Take a calm, proportionate and practical approach
- Focus on enabling others rather than doing everything themselves
- Value lived experience and co-production
- Be comfortable with a role that evolves over time

