



## Job Advert

Role	Project Manager with Marmalade Trust
Reporting to	Operations Manager
Role type	Full-time 37.5 hours per week
Contract	Fixed-term contract for 12 months
Salary	£28,000 per year
Location	Hybrid: St. Paul's Learning Centre, Bristol and home-based with a minimum of 2 days per week at our office in Bristol.
Closing Date:	09:00 Mon 08 September 2025 at our office in Bristol
Interviews:	Mon 15 or Tue 16 September 2025. Please ensure you can be available to interview on either of these dates.

### Deliver Projects that Make a difference

We're looking for an organised, enthusiastic Project Manager to help deliver our flagship **Christmas Cheer** project, develop a **new Christmas project** and support the delivery of our year-round **Marmalade Connections** project.

**Christmas Cheer** brings connection to people facing loneliness on Christmas Day across Bristol, North Somerset, and South Gloucestershire. Manage this process from start to finish including recruiting for and carefully matching a team of over 160 volunteers with over 220 project members.

This is an exciting time at Marmalade Trust as we look for this role to develop a **new project** to support people experiencing loneliness at Christmas time.

When Christmas Cheer is complete and evaluated, you'll move over to **Marmalade Connections**. This is our year-round, 1-2-1 telephone based service that matches volunteers with project members to bring valuable connection and purposeful signposting to social activities and opportunities locally.

This is a **fixed-term role** starting **as soon as possible** and running for **12 months** with the **potential to become permanent** subject to funding.

## What you'll bring:

- Strong organisational skills and a keen eye for detail
- Experience managing and training large volumes of volunteers (or similar stakeholders)
- Understanding of safeguarding and welfare relating to adults at risk
- Ability to work independently and as part of a small team
- People management experience
- Warm and effective relationship building across a diverse range of people
- Flexibility, reliability and a calm approach under the pressure of multiple priorities and deadlines (you'll be an adept plate spinner!)
- A genuine interest in supporting people who are experiencing loneliness
- Availability to work on 25 December

## How to Apply

If you're passionate about delivering projects that create opportunities for connection, we'd love to hear from you.

1. Check the full job description and person specification [here](#)
2. Send the following two documents in **WORD** or similar editable format (not PDF please) so that we can anonymise them easily prior to shortlisting:
  - a. Your CV
  - b. A cover letter outlining clearly how you meet the job and person specification.  
You can send a voice note instead of a written letter, please make sure your voice note clearly demonstrates how you meet the requirements of the role.

Send your completed documents to Jade via [support@marmaladetrust.org](mailto:support@marmaladetrust.org)

Learn more about Marmalade Trust and our projects: <https://www.marmaladetrust.org>