

Job Description

Role:	Project Manager with Marmalade Trust
Contract:	Full-time, Fixed term for 12 months with the potential to make this a permanent role for the right candidate, pending funding
Start:	As soon as possible
End:	12 months from start date
Hours:	37.5 hr/wk. Includes working on 25 December.
Payment:	£28,000 per year
Location:	Hybrid: St. Paul's Learning Centre, Bristol and home-based
Responsible to:	Operations Manager
Application deadline:	09:00, Mon 08 September 2025. Please note that applications will be reviewed as they are received and we reserve the right to close this opportunity early if a suitable contractor is selected.
Interviews	To be allocated either Mon 15 or Tue 16 September 2025. Please ensure you can be available to interview on either of these dates.

Overview

Marmalade Trust is a small but highly ambitious charity that supports people who are experiencing loneliness to feel more connected.

We provide a Christmas day experience for those who would otherwise be alone in Bristol, North Somerset and South Gloucestershire. We also deliver Marmalade Connections, a 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. In some cases, we are working with adults at risk who are experiencing multiple and sometimes complex issues.

In 2025/6, we aim to reach even more of those experiencing persistent loneliness through our current and new projects.

Bring your enthusiasm for making things happen, your passion for supporting people experiencing loneliness and your brilliant organisational skills to Marmalade Trust and help to make our Christmas and other projects an enjoyable and connecting experience for our project members and volunteers.

Visit our website to find out more about our projects: <https://www.marmaladetrust.org>

The role

As the Project Manager, you'll use your superb organisational skills to make the Christmas Cheer experience happen for each of the individuals we support through this project. You'll also pick up the blueprint for a new Christmas project with a soft launch this year and develop this to support more of those who would otherwise be alone for Christmas.

You'll carefully plan and manage the recruitment of volunteers for each project, as well as outreach to referral agencies and partners to make sure we reach those who need us most. With an eye on the budget, you'll ensure the projects stay on track financially.



You'll manage the Project Assistant, working together to ensure that work and objectives are planned and monitored and that policies and guidelines are followed.

On Christmas day, you'll be available to support the Event Coordinator with any welfare concerns that might arise.

Main responsibilities of our Project Manager

- Plan and manage Christmas Cheer including:
 - recruiting, training, matching and supporting all the required project volunteers
 - outreach to identify more project members for Christmas Cheer than ever before
 - monitor and evaluate Christmas Cheer and write the project impact report
- Problem solve across each project so that experiences run smoothly and result in positive feedback
- Develop and manage an exciting new Christmas connection project currently in the pipeline
- Ensure health & safety, Marmalade policy, legal and insurance obligations are adhered to
- Support with safeguarding or welfare concerns, escalating when and where appropriate

Note: The above list is not exhaustive, and you may be required to undertake other tasks and responsibilities as requested by your line manager.

Essential skills, knowledge and experience required for this role

- Proven experience managing complex participation events in either a charity or commercial setting
- Experience of managing large volumes of volunteers (or similar stakeholders)
- Excellent at managing staff, workloads and deadlines
- A passion for making a difference and an understanding of the needs of those experiencing persistent loneliness
- Outstanding interpersonal skills including communication and negotiation
- Proficient IT skills (MS Office / G-suite / project management software)
- Strong literacy skills including report writing skills and email communications
- Enthusiasm and energy for working as part of a small, dedicated team
- Demonstrable ability to adapt and flex in order to meet challenges
- Able to work autonomously and hold responsibility
- Knowledge of risk assessments, safeguarding and welfare for adults at risk
- Full, clean UK driving licence and ability to drive

Note: The candidate must be based in the Greater Bristol area, be able to work during the lead up to and on Christmas day, hold a UK driving licence, have access to a car and be able to drive.

Desirable skills, knowledge and experience for this role

- Experience in a related sector (VCSE, health or social care)
- Working knowledge of Monday.com project management software

What we offer

- An opportunity to have a real and positive impact on people experiencing loneliness
- A friendly and supportive charity culture within our small team
- Access to an Employee Assistance Programme
- An option of hybrid and flexible working



Details of contract

- This role will be offered on a full-time, fixed term contract for 12 months
- You may occasionally be required to work outside normal working hours and must be able to work in the lead up to and on Christmas day

How to apply

Please submit a CV **and** cover letter*. Your cover letter should clearly identify how you meet each of the skills, knowledge and experience requirements for the role. You can use headings and bullet points for this.

Please send your CV and Cover Letter as Word documents rather than PDFs so that we can easily anonymise them prior to sending to the recruiting manager(s).

Please note, due to the large volume of applications, you will not be asked to interview if you do not include a covering letter* explaining how your experience meets the role requirements.

We offer flexible working hours – please contact us if you would like more information.

At Marmalade Trust, we want to create a genuinely inclusive workplace, where we embrace the differences of all our colleagues and celebrate diversity. To help ensure all candidates are assessed only against the job description, our selection process uses anonymised candidate applications.

To apply, send your CV and cover letter* to Jade via support@marmaladetrust.org. Remember to **send your documents in Word or similar** editable formats.

For an informal conversation about the role before you apply, please contact Xanne via xannecarey@marmaladetrust.org.

*You can choose to submit your cover letter as a voice recording clearly identifying how you meet the criteria.