

Project Manager

Morton Court

Job Description &
Person Specification

Role Overview

As our Project Manager at Morton Court, you will be the compassionate leader, driving force, and supportive backbone of one of our most vibrant supported housing communities on the site of the George Williams Centre. Accommodating over 90 residents across shared houses, self-contained flats, and accessible units, George Williams is a bustling, 24-hour gender-inclusive project dedicated to helping individuals build resilience, recover, and regain independence. Morton Court is a 29-bed self-contained, low support accommodation unit whose residents benefit from the facilities offered at the main site.

In this deeply rewarding role, you will oversee daily operations, work alongside the George Williams Mews Management Team and cultivate a Psychologically Informed Environment (PIE). From nurturing our award-winning allotments and beehives to supporting creative partnerships with organisations like Making It Out, FareShare, and our EVOLVE work & learning service, you will ensure our community remains a safe, welcoming, and inspiring place for residents to discover their potential and thrive.



Job title

Project Manager

Reporting to

Head of Operations

Responsible for

No direct reports

Location/Project

Morton Court - Portslade



Key Responsibilities | 1

Inspiring Leadership

- **Leading with Heart:** Provide clear direction, compassionate leadership, and day-to-day support to all staff who engage with residents at Morton Court, modelling our values in every interaction.



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Create a Thriving, Trauma-Informed Service

- **PIE & Trauma-Informed Care:** Embed Psychologically Informed Environments (PIE), strengths-based, and recovery-focused approaches across all support casework.
- **Resident-Centred Support:** Ensure residents are at the heart of the project, supporting co-production, resident meetings, and creative initiatives like our Breakfast Club, Pizza Club, and art/music spaces.
- **Allocations & Welcomes:** Manage empty rooms swiftly, conducting welcoming initial meetings that focus on prospective residents' aspirations.

Community & Strategic Partnerships

- **Local Collaboration:** Build strong networks with adult social care, MASH, health services, and community partners to deliver holistic, joined-up support.
- **Representing YMCA:** Act as a proud ambassador for YMCA Brighton at strategic meetings, case conferences, and community panels.

Smooth Operations & Building Safety

- **Financial Stewardship:** Manage the project's budget, oversee expenditure, and support residents with rent, arrears, and financial inclusion.
- **Health, Safety & Premises:** Oversee the security, state of repair, and cleanliness of the premises, managing safety checks, maintenance programmes, and contractor visits.
- **On-Call Support:** Participate in an emergency on-call rota to provide reassurance and guidance to staff outside standard office hours.

Key Responsibilities | 2

Keeping Everyone Safe and Well

We take the safety and wellbeing of our community seriously. As a member of our team, we will ask you to:

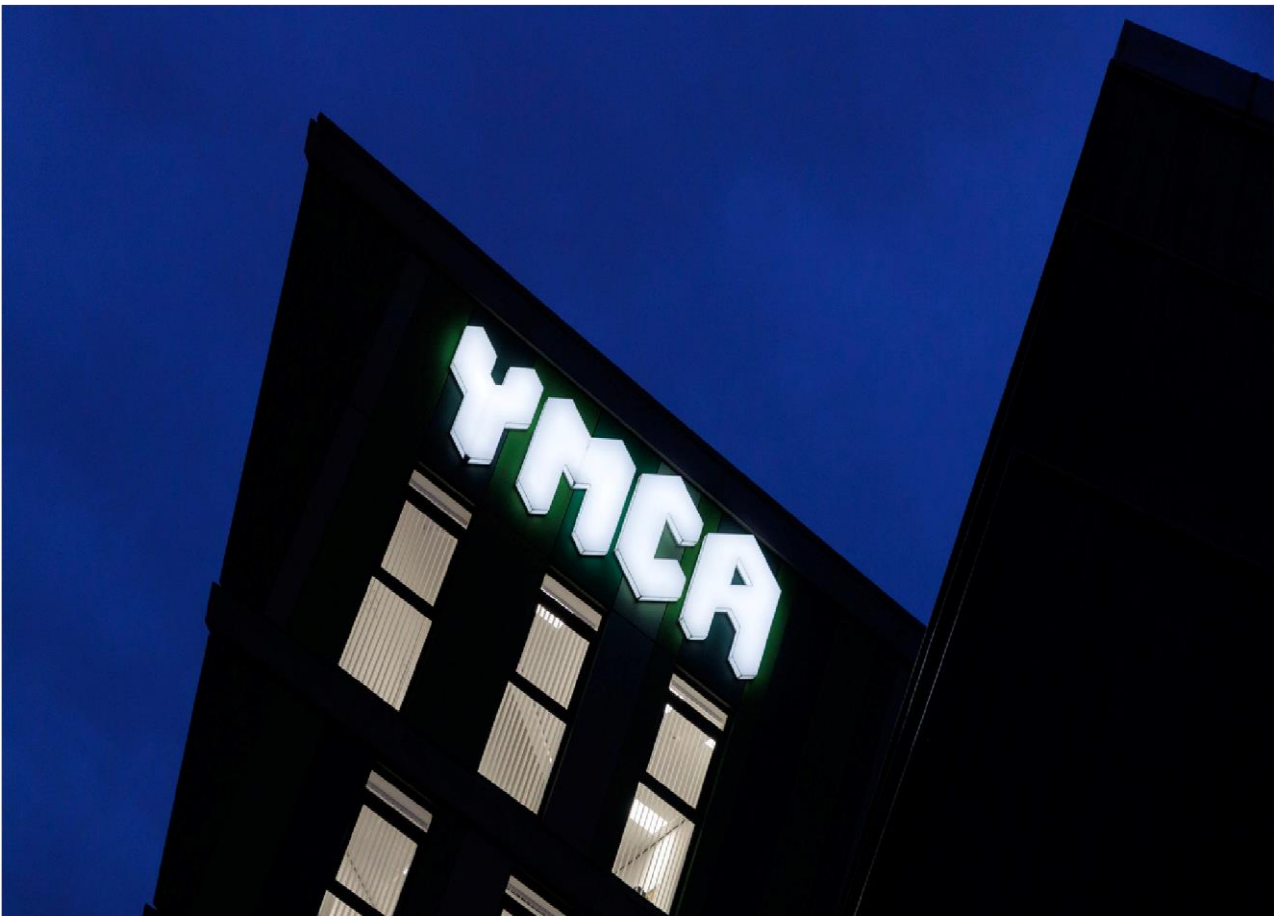
- **Prioritise Safeguarding:** Actively protect and promote the welfare of our clients, volunteers, and visitors. You will be expected to know our safeguarding policies



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inside out, attend regular training, and immediately raise any wellbeing concerns following the process set out in our safeguarding policy.

- Respect Confidentiality & GDPR: Treat all client, volunteer, and staff data with the utmost respect. Keeping this information secure is the law and is a vital condition of your employment.
- Follow our Code of Conduct: Bring your most professional, respectful self to work every day, representing our values in everything you do.
- Health & Safety Champion: Follow all health and safety guidelines, including using PPE and safely reporting/disposing of any hazardous materials or sharps.
- Be Adaptable: Follow reasonable guidelines as our procedures evolve and take on other matching duties as requested by your manager to help the project thrive.





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Person Specification: Who We Are Looking For | 1

To help us find the right person for the team, we look at both essential qualities (the things you definitely need to bring with you) and desirable qualities (the "nice-to-haves" that help us choose if we are shortlisting).

Don't worry if your experience hasn't followed a traditional path! We value skills gained from all walks of life—whether through housing, social care, community organising, or voluntary work. Any relevant leadership and sector experience is valuable experience.

1. Knowledge & Understanding

We need you to have a solid grasp of how to keep our environment safe, respectful, and supportive.

Essential:

- Homelessness & Complex Needs: A strong understanding of the challenges faced by people experiencing homelessness, complex trauma, dual diagnosis, and social exclusion.
- Trauma-Informed Practice: Solid understanding of Psychologically Informed Environments (PIE), strengths-based working, and recovery models.
- Housing & Welfare Systems: Working knowledge of housing management, tenancy issues, and benefit systems, including Universal Credit.

Desirable:

- Qualifications: A relevant qualification in housing, social care, or management.

Person Specification: Who We Are Looking For | 2

2. Skills & Abilities

Our projects can be fast-paced and varied, so we look for practical skills to keep things running smoothly.

Essential:

- **Great Communicator:** Ability to build warm, constructive relationships with residents, staff, commissioners, and external agencies.
- **Managing Complexities:** Experience in managing challenging situations calmly, assertively, and compassionately.
- **Operational Skills:** Strong IT and numerical skills, with the ability to manage budgets, monitor outcomes, and track performance data.

Desirable:

- **People Leadership:** Proven track record of line-managing, coaching, and supporting a team to deliver high-quality, person-centred support.





Person Specification: Who We Are Looking For | 3

3. Personal Qualities

At YMCA Brighton, our values define how we work. We look for people who share our heart for the community.

Essential:

- Emotional Resilience: Self-aware, reflective, and grounded when navigating a fast paced and varied supported housing setting.
- Fair & Inclusive: Deep commitment to equity, diversity, inclusion, and anti-discriminatory practice.
- Values-Driven: Passionate about our core mission to empower residents and foster a supportive, aspirational environment.
- Flexibility: Willingness to participate in the on-call support rota and occasionally cover out-of-hours needs when necessary.

What Drives Us at YMCA Brighton



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Our vision, mission and values shape everything we do to help people thrive in Brighton & Hove.

Our Vision

Working together to create an inclusive community where everyone can belong, contribute and thrive.

Our Mission

We provide the home, the community and the services that equip people to overcome barriers and achieve their aims.

Our Values



Supportive

Welcoming

Innovative

Collaborative

Aspirational

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BRIGHTON**

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