



COMMUNITY LIAISON/PROJECT MANAGER JOB DESCRIPTION

The Community Liaison/Project Manager is responsible for managing the development of Bull Point Barracks in a staged approach, working with the community and developing a community hub for all in Barne Barton and beyond, ensuring targets and outcomes are delivered well, within budget and to the the community's expectations. Managing staff and applying for funding.

They should possess outstanding organisational and leadership skills, coupled with an ability to understand the wider picture.

Apart from being experienced, the Project Manager should be commercially-minded with a knowledge of best practices. As a leader within the organisation it is imperative that they promote in their staff a culture of teamwork, collaboration and success.

Project Manager's job description, including their routine daily duties:

- Managing the day-to-day operational aspects of a project.
- Ensure adequate funding is available for the project.
- Develop community forum/steering group.
- Grow and support volunteers.
- Develop partnerships with local trades people, funders, local councillors, city council representatives, community members and any other relevant party.
- Being responsible for all aspects of the project from the design stage through to completion.
- Writing up all project documentation.
- Submitting progress reports to funders and directors.
- Setting the standards and methodology to be used in a project.
- Creating a working environment that allows everyone to work to the best of their abilities.
- Taking responsibility of the project through their entire lifecycle.
- Managing project budgets.
- Managing project resources.
- Ensuring that all relevant processes are followed i.e health and safety; financial management; safeguarding etc.
- Administering the allocation of jobs and budgets.
- Managing project personnel to achieve project objectives.
- Regularly review and analyse the project scope.
- Manage the expectations of directors and the local community.
- Identify project risks.
- Negotiate with suppliers and sub-contractors.
- Agree project objectives.
- Ensure that the highest quality standards are met.

Key skills required:

- Knowledge and awareness of Project Management principles, documents and plans.
- Good facilitation and analytical skills.
- Ability to deliver results on time, on budget, and to the very highest standards.
- Ability to quickly gain the technical, behavioural and contextual elements of a project.
- Running large and small scale projects.
- Funding bid writing.
- Project reporting.

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Registered address: 5 Warburton Gardens, Plymouth, PL5 1HX



The personal skills that are required for the job:

- Strong drive and resilience.
- Ability to build strong relationships with people at all levels.
- A willingness to see things through to the end.
- A team player who is comfortable working with other professionals.
- Ability to influence people at all levels.
- Ability to work efficiently under pressure and to tight deadlines.
- Being an inspirational leader who is able to demonstrate enthusiasm, passion.
- Willingness to take on project ownership and accountability.



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