**Project Manager – Person specification**

**Job Description**

* Leading staff in the delivery of key project activities in line with project objectives and CCF application
* Overall responsibility for delivery of project
* Maintaining project plan
* Responsible for the day-to-day management of the project budget.
* Responsible for line management of project staff and carrying out staff performance appraisals.
* Monitoring and recording staff progress and supporting staff to achieve work plans.
* Monitoring staff delivery of project objectives
* Identify and organise staff and volunteer training with input from staff
* Monthly administration of payroll (outsourced to an accountant), admin, book keeping, reporting systems
* Monthly reporting and claims to CCF
* Manage project accounts
* Risk management and maintenance reporting of project risks.
* Ensure organisation is compliant with all relevant regulatory policy.
* Monthly reporting to TS, FDT and the wider community
* Manage HR matters on behalf of TS and FDT
* Hold and record regular team meetings 1st point of call for problems arising
* To complete any other duties that may be reasonably required.
* Leadership of the environmental ethos of the project and the goals of TS and FDT

Position requires travel and evening and weekend working when required

**Person Specification**

**Knowledge & Qualifications**

*Essential*

* Project Planning & Management
* Staff management & Performance management systems

*Desirable*

* Measurement of Carbon reduction outcomes
* Staff Learning and Development planning
* Payroll & Charity Book keeping
* Risk management & assessment
* Statutory, Charity Law relevant to the project

**Skills and Experience**

* Experience of Planning & managing a project, service or activity.
* Experience of Project Planning Monitoring & Evaluating Systems
* Accurate & Timely budget management and reporting
* Ability to manage administrative systems
* Experience of effectively managing a team of staff
* Analytical, solutions focused problem solving skills
* Communication: report writing skills, presentations, verbal
* Current drivers licence
* Ability to work with multiple stakeholders both internal and external
* Degree within a relevant subject

**Aptitudes**

* Adaptable
* Organised and able to manage competing priorities
* Collaborative approach to leadership and teamwork
* Demonstrated and committed environment ethos
* Ability to work using your own initiative

**Energy**