

Onestore India

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