



Project Manager

£29,000 p/a

2 years: Full time. Fixed term.

Application Deadline: Thursday 16th January 2020, 5pm.

We help people live the best life they can by exploring opportunities for employment, training or starting a business.

We are recruiting for an experienced Project Manager to manage a range of funded projects including ERDF and ESF projects. This role will work across operations and finance to maximise impact, ensure compliance and raise awareness of contract performance. The Project Manager will be supported by the Project Administrator and will work directly to the Chief Executive Officer.

Main Duties

- Developing and maintaining a detailed project plan.
- Managing project deliverables in line with the project plan (analysis).
- Monitoring/reporting on project progress and performance
- Implementing appropriate processes and procedures whilst maintaining audit compliance
- Documenting, managing and communicating to the CEO project related issues and risks.
- Providing monthly narrative and status report to the CEO.
- Ensure the programme delivered is flexible, responsive and appropriate to the clients' needs and within the spirit of the project.
- Ensure funding contract guidance are produced and coordinated ensuring contract conditions are met
- Ensure contract claims are prepared enabling RHWE to maximise income and ensure internal financial processes are adhered to
- Ensure all funding evidence is collected and stored appropriately to comply with funder audit requirements
- Manage relationships with the accountable body and match funders.
- Ensure staff understand delivery and reporting requirements for claims and invoices
- Liaise with delivery partners to ensure SLAs are met
- Ensure outcomes and targets are reported to funders
- Ensure all projects comply with conditions set by the funder
- Work closely with project, operations and management teams to ensure communication is clear and transparent.
- Ensure all appropriate opportunities to access funding are presented to Management and followed up in a timely manner.
- Develop strong relationships with partners, funders and contractors.
- Ensure all projects meet funding compliance requirements and meet their key impact objectives.
- Any other duties as may be required of the role.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.



This post will be part-funded by the European Structural and Investment Funds Growth Programme 2014-2020.

Reviving the Heart of the West End

John Buddle Work Village | Buddle Road | Newcastle upon Tyne | NE4 8AW

www.rhwe.org ✉ info@rhwe.org ☎ 0191 226 7300

Charity no: 1093668

Company No: 03359861

Person Specification

Applicants must be able to meet and demonstrate the key skills and qualities. Essential (E) Desirable (D)

Proven track record in successful operational projects/programme delivery	E
Practical experience of good business practice within a micro-environment	D
Experience in managing multiple public sector funding contracts in the charity sector	E
Ability to plan, organise and work under pressure in a complex environment	E
Willingness to work in a client-centred way with a solutions-based approach	E
Experience in managing ERDF, ESF or other European Funding	E
Experience of using software to track and monitor contract performance	D
Experience of preparing and updating funding budgets using Excel	E
Financial analysis, forecasting and budgeting experience	E
Experience of contracts, procurement and SLA's	D
Strong communicator (written, oral and presentation skills), with good analytical, diagnostic and problem-solving skills	E
Experience of prepayments, accruals, deferrals and restricted funds	E
Excellent staff management skills	E
Self-motivated and personable – capable of working as a team player and independently	E

Experience, Knowledge and Skills

Proven track record of project management	E
Undergraduate degree, equivalent or higher (preferable)	E
5 years minimum experience in working within the charity sector	E
Experience in grant applications both trusts and large grant giving bodies (eg European funding)	D
Excellent team-working and coordination skills	E
Demonstrate a positive 'we can' ethos when responding to challenges or unexpected barriers	E
Events management	D
Programme review and development	D
Evaluation and report generation: utilising both qualitative and quantitative data to develop evidence led reporting	D
Experience of working in the enterprise sector would be ideal	D

How to apply?

1. Covering letter
Please tell us how your motivation, skills, experience and personal qualities demonstrate your suitability for the role specifically referring to the person specification and job description.
2. Current CV and details for two references
At least one of your referees should be from your most recent employment. There should be no unexplained employment gaps.

Next steps

Please submit your application and all supporting documents by email to info@rhwe.org and mark the field **Project Manager 2020 Application**. We will acknowledge all emails received with an email reply.

Shortlisted candidates will be invited to interview.

We expect interviews to take place during **w/c 20 January 2020**.

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