Newcastle
City Council

Directorate:	**Tyne & Wear Archives & Museums**
Division:	**Central Services**
Post Title:	**Area Project Manager (AA3912)**
Grade:	N7
Responsible to:	**Project Manager - Bridge**
Responsible for:	**N/A**

Job Purpose: To contribute to the successful delivery of the Bridge Programme through leading the delivery of the key aims and objectives within an assigned geographical area

Main Duties: The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To effectively coordinate the delivery of the Bridge Programme within a specific geographical area, ensuring that all partners and stakeholders are appropriately consulted, and the project is completed within the agreed timescale and budget provision.

2. To establish appropriate work streams and processes to reflect the right skills and knowledge to enable successful delivery of programme objectives.

3. To lead/attend project review and planning meetings and other meetings as required.

4. To assist in the research, development, implementation and monitoring of projects. Including producing or contributing to programme reports, maintenance of accurate records of Bridge performance and contribution to the development of relevant policy, process and practice.

5. To develop and manage local communication strategies with staff, partner agencies, providers and other stakeholders to enable the successful delivery of the programme across the geographical area assigned.

6. To maintain relationships with internal and external bodies, attend meetings, working groups, events and activities on behalf of Bridge programme.

7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the council's policies and procedures.

8. To actively promote and implement the Council's Equality Policy in all aspects of employment and service delivery.