**Community Project Manager - ecodyfi**

Ecodyfi is a bilingual locally-controlled organisation based in Machynlleth. We are providing the administrative and fund-holding support for a broad-based forum of local councils and community groups across Bro Ddyfi operating as Dyfodol Dyfi.

Grant-aid from the UK’s Community Renewal Fund, through Powys County Council and the Powys Association of Voluntary Organisations, is funding an inclusive community planning process until the end of October 2022, to be known as ‘Dyfodol Dyfi – planning a brighter future / cyd-ddyheu i’w gwella hi’. Together we will create a community plan that will help draw resources into the area.

While the post is based in ecodyfi’s office in Y Plas, Machynlleth, some staff are working from home. We will discuss preferences with the successful candidate, including home working, weekly patterns of work and even whether they would prefer fewer hours per week. The post-holder is expected to be an employee, though high-quality applications from self-employed individuals/contractors will also be considered.

**JOB DESCRIPTION – Community Project Manager**

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| **Job Title:** | **Community Project Manager** |
| **Employer:** | ecodyfi  |
| **Location:** | ecodyfi, Y Plas, Machynlleth  |
| **Salary:** | £23,600 p.a. pro rata i.e. £1,063 per month |
| **Pension:** | Employer contribution estimated to be £14/month |
| **Hours of Work:** | Fixed Term contract to 31st October 2022. 20 hours/week |
| **Annual leave:** | 16.75 days (124 hours) including any Public Holidays |
| **Line Manager:** | ecodyfi Manager |
| **Reporting also to:** | Dyfodol Dyfi Forum |
| **Job Purpose:** Manage the ‘Dyfodol Dyfi – planning a brighter future’ Project, managing all resources so as to ensure an effective and inclusive bilingual engagement process and a comprehensive community plan with ambitious and realistic aspirations. |
| **Main Duties and Responsibilities:*** Plan the Project, including key stages, timings, finances and reporting and taking risks into account
* Publicise the Project and how people can get involved
* Deliver and monitor progress according to schedule, adapting as necessary
* Implement any ‘quick wins’ (sub-projects carried out during the Project period) that don’t have their own delivery agents, as prioritised by Dyfodol Dyfi
* Procure communication contractors, then coordinate and oversee their work
* Control the budget, booking venues, facilities and services as necessary
* Draw key points from existing reports of local needs
* Record all additional suggestions, comments and evidence of need, making them available to the community while respecting confidentiality
* Support the compilation of an iterative co-designed community plan, helping Dyfodol Dyfi prioritise elements if necessary
* Work with stakeholders to develop project proposals from key ideas
* Support Dyfodol Dyfi by convening meetings, making records and communicating with members
* Attend staff meetings in Machynlleth or virtually;
* Take responsibility for own day-to-day office administration and answering queries;
* Carry out any other similar duties as can reasonably be required of the post.
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**PERSON SPECIFICATION – Community Project Manager**

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| **Essential** | **Desirable** |
| Experience of successful project management | Experience of developing project proposals or fundraising |
| Excellent organisational skills  | Experience of organising, promoting and/or encouraging participation in a variety of community consultations, events or activities |
| Excellent interpersonal and communication skills, both orally and in writing | Experience of partnership working |
| At least some ability to converse in Welsh  | Ability to read and write Welsh and English fluently |
| Good knowledge of the local region and community | Knowledge of key local organisations |
| Experience of community involvement, whether paid or unpaid | Experience of working in the voluntary sector |
| Good ICT skills and digital media savvy | Experience of managing contractors |
| Ability to work independently with minimal supervision; self-starting and proactive and showing initiative | Experience of controlling a budget |
| Good collaborator with an understanding of co-design and community development | Understanding of sustainable development |
| Ability to think analytically | Experience of writing reports |
|  | Ability to travel around the area |