

**JOB DESCRIPTION**

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| **JOB TITLE:** | Project Manager (Garden Centre Development) |
| **RESPONSIBLE TO:** | General Manager |
| **LOCATION:** | Strathbrock Partnership Centre, Broxburn, West Lothian |
| **SALARY:** | £23,400 (pro-rata) |
| **HOURS PER WEEK:** | 12.5 |
| **PERIOD:** | Fixed Term 12 months |
| **START DATE:** | January 2019 |

**The Brock**

The Brock Garden, Wood & Craft Centre is a charity and social enterprise that offers people in West Lothian who have severe and enduring mental illness a transformative placement in a therapeutic "real work" setting that includes personal development and skills development. The objective is to make a long-term difference to individuals based on recovery in its broadest sense using engaging activities in a supportive environment to develop resilience and encourage integration into their communities. We see the assets and skills that people have which are masked by their mental illness. Our aim is to help them to use those skills and assets positively.

**Job Purpose**

The purpose of the project manager role is to work with the General Manager and other key project stakeholders (internal & external) to plan & deliver the development of a recent extension to our garden centre. The focus of the project manager will be to work with the Brock team to develop the newly acquired ground to create a therapeutic garden and upgrade our existing garden centre infrastructure.

**Main Responsibilities**

* Prepare a detailed project implementation plan with project scope, milestones, phasing, schedule of works etc
* Construct project team from internal and external stakeholder groups including Brock staff, services users & volunteers; and stakeholders from other organisations
* Manage the delivery of a concept design for the new therapeutic garden space
* Manage the procurement & tender processes for all materials, goods & services required for the successful completion of the project
* Appoint and manage third party contractors involved in delivering the project
* Build and maintain collaborative working relationships with key stakeholders
* Monitor quality control standards from all suppliers and third-party contractors to ensure the project is delivered to a high standard
* Deliver the project on time and within budget
* Maintain high standards of Health & Safety and comply with relevant legislative requirements to ensure a safe working environment during and post project
* Prepare & submit regular project progress reports to the General Manager
* Communicate effectively verbally and in writing with all project stakeholders throughout all stages of the project
* Work with third party contractors and the Brock team to produce a detailed project snagging list detailing who is responsible for correcting each item on the list and by when
* Liaise with appropriate project stakeholders to compete a lessons learned document that can be used to improve the efficiency of future projects

**Skills/Experience (essential)**

* Previous project management experience ideally gained while successfully delivering a project similar in size/complexity
* Proven ability to plan & prioritise time and activities effectively
* Flexible & adaptable, changing plans in response to changing circumstances where necessary
* Ability to communicate clearly and effectively at all levels and consistently demonstrate high levels of interpersonal skills
* Strong relationship management skills with a successful track record building collaborative working relationships and managing conflict
* Ability to use own initiative, consulting others when required to find pragmatic solutions to solve problems
* High levels of motivation, commitment & productivity

**Skills/Experience (desirable)**

* Relevant project management qualification
* Full UK driving licence
* Experience of working with people with mental health issues

**Other**

Any offer of employment for this role will be subject to a recent full PVG disclosure