

**COMMUNITY LAW ADVICE NETWORK (Clan Childlaw)**

**JOB DESCRIPTION AND PERSON SPECIFICATION:** Projects Manager (1 year fixed-term contract with possibility for extension based on funding availability and business need)

**SALARY:** £30,000

**HOURS OF WORK AND** **LOCATION:** Full time (35 hours a week), Edinburgh office

You will be based in Edinburgh but travel is an essential part of the job and the applicant should be able to attend our Glasgow office and other locations throughout Scotland, and regularly work outwith contractual office hours to deliver outreach services, or as other business needs require. Flexible working and TOIL are available.

**PURPOSE OF JOB**:

To manage and oversee all aspects of Clan Childlaw’s key projects, coordinating and completing projects on time within budget and within scope. The Project Manager will work directly with project leads and project teams and liaise with key external stakeholders to ensure the projects are delivered.

**MAIN RESPONSIBILITIES:**

* Work with project leads to set specific requirements of each project Clan Childlaw has been funded to deliver.
* Set your own workload and objectives, directed by the project leads.
* Deliver comprehensive project work plans, and revise to meet changing needs and requirements.
* Set deadlines, assign responsibilities and delegate project tasks.
* Allocate and procure resources in relation to projects.
* Manage and coordinate all events and training in relation to projects.
* Coordinate and support team members in delivery of project objectives.
* Track project performance and analyse progress to completion of short and long-term goals, identify risks, and anticipate and react to risks, change and constraints.
* Prepare reports for project leads and management team regarding status and progress of projects.
* Meet financial objectives, forecast cost requirements, prepare budgets, schedule expenditure, analyse variances and initiate corrective actions, in relation to all Clan Childlaw projects.
* Manage operational aspects of the projects.
* Ensure project documents are complete, current, and appropriately stored.
* Work with key external stakeholders to ensure effective delivery of the projects.
* Submit project status and evaluation reports to funders and stakeholders.
* Apply for further or additional funding for projects.
* Represent Clan Childlaw at public forums and assist with the publicity and promotion of Clan Childlaw.
* Advance all the aims and objectives of Clan Childlaw.

**REQUIREMENTS**

* Relevant professional qualification or a minimum of two years’ equivalent experience

You must be someone with demonstrable experience of:

* Successful project management.
* Leading and directing the work of others.
* Excellent written and verbal communication skills.
* Excellent time management skills.
* Solid organisational skills, including attention to detail and multitasking skills.
* Effective coordination of teams.
* Accepting ownership of projects.
* Developing and tracking budgets, and forecasting costs and expenditure.
* Expertise in all Microsoft Office packages.
* Setting up, improving, maintaining and providing oversight of systems, processes and procedures related to projects.

You must be someone who:

* can work independently, using their own initiative and judgement to make decisions about workload and priorities, and meet deadlines while under pressure.
* can improvise, think on their feet, accomplishing new and different requests and adjust to work in a way which accommodates project and business needs.
* will turn their hand to any jobs and types of work as required to deliver projects and is motivated by resolving problems and helping others achieve outcomes and goals.
* is excited by and committed to the work of Clan Childlaw.

To apply, send a completed application form to mike.heffron@clanchildlaw.org. The application deadline is 11pm on Sunday, June 30, 2019. If you have any questions about this role, contact our Operations Manager at mike.heffron@clanchildlaw.org.