

Post **Project Manager (Community Asset Transfer)**  
 Location **Dumfries**  
 Salary **£14,959 per annum (£24,932 FTE)**  
 Hours of work **21 hours per week (0.6 FTE)**  
 Contract **Fixed term October 2019 to 30 June 2020**  
 Accountable to **Regional Manager**  
 Closing date **Sunday 25<sup>th</sup> August 2019 at midnight**  
 Interview date **Monday 2<sup>nd</sup> September 2019, in Dumfries**

In my role as Project Manager in Dumfries and Galloway, I have responsibility for leading on the development of the Community Asset Transfer Project to support the Area Manager and the Innovation Team.

As part of the overall development in the Region preparing for tendering, I will work closely with a wide range of internal and external stakeholders, to gather information needed and be part of the team developing the vision and plans for the Region.

I am able to analyse problems and seek solutions; and can organise my work and a range of tasks effectively and show leadership to the team.

I have project management and research skills, and am confident in my ability to influence and motivate others to help achieve the charity's overall aims.

<b>What I do and what I achieve</b>	<b>Who I am</b>
<ul style="list-style-type: none"> <li>• I will oversee the development of the Asset Transfer proposal with the NHS and lead on developing a full feasibility and development plan</li> <li>• I will oversee any work required to implement the above for the Asset Transfer if it goes ahead and lead on service user and community consultation/involvement</li> <li>• I take responsibility for gathering and providing information needed by the Area Manager and the Innovation Team to inform and develop the tendering Action Plan for Dumfries &amp; Galloway</li> <li>• Will support the operational staff to</li> </ul>	<ul style="list-style-type: none"> <li>• I have appropriate professional qualifications for my work to at least SVQ4 level or have significant experience relevant to this post</li> <li>• I have experience of Project Management in a lead role</li> <li>• I have a good understanding of operational policies and procedures</li> <li>• I have community development experience</li> <li>• I identify problems and barriers and apply creative solutions</li> <li>• I am confident in engaging with a wide range of individuals in the community to</li> </ul>

<p>produce the paperwork, and materials needed by the Innovation Team to inform and develop the action plan for Dumfries &amp; Galloway</p> <ul style="list-style-type: none"> <li>• I will support the Team to scope the Dumfries &amp; Galloway external environment and carry out a community mapping exercise relevant to our current and proposed work</li> <li>• I will inform the community asset development plan</li> <li>• I will work with a wide range of external stakeholders to map out current services and identify gaps with the support of the Community Development Worker</li> <li>• I will maintain accurate confidential records that ensure that the organisation complies with all regulatory standards and legal requirements</li> <li>• In keeping with Support in Mind Scotland policies and procedures, I ensure all Health and Safety standards are maintained by requesting and collating and monitoring H&amp;S reporting across the community asset transfer project</li> </ul>	<p>identify support for the project</p> <ul style="list-style-type: none"> <li>• I can manage sensitive information and communicate effectively with all internal and external stakeholders to a high professional standard</li> <li>• I am self-motivated and can work autonomously to a high standard of detail</li> <li>• I produce clear work plans and can work to deadlines</li> <li>• I have knowledge and/or experience of the health and social care context</li> <li>• I can travel throughout a geographic region as required</li> </ul> <p><b>I may also have</b></p> <ul style="list-style-type: none"> <li>• An understanding of mental health issues</li> <li>• I have experience of community building projects</li> </ul>
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### General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To support and enable our dedicated teams of volunteers in the delivery of the charity's work
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies
- This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.