**Job Description – Project Development Manager, Wester Loch Ewe Trust**

**The successful candidate will be expected to:**

* Ensure that the Project is completed safely, on time, to budget and to the appropriate standard
* Manage contractors
* Deal directly with Architects’ design team and WLET’s Board
* Build and develop relationships with existing and new partners, and the community
* Be responsible for Financial Budgets
* Project plan, budget and identify resources required
* Monitor the progress of the construction activities on a regular basis
* Report progress regularly to all stakeholders
* Ensure that the Project’s documents are in order
* Co-ordinate all parties involved in the Project
* Monitor all site activities to ensure high standards of health and safety and environmental management
* Deal with any site problems or queries efficiently
* Present monthly progress reports to WLET’s Board

