**The Old Forge Community Benefit Society**

**Job Title:** Project Manager

**Hours:** 21 hours per week and can be flexible providing they meet the needs of the project

**Salary:** £30k FTE

(20 days paid leave per annum plus 10 public holidays FTE).

**Location:** Home working optional (within reasonable travelling distance to Knoydart)

**Term:** 24 months subject to funding requirements

**Probation:** 3 months

**Closing Date:** 01 February 2022

**Interview Date:** TBC

Organisational profile

The Old Forge Community Benefit Society is a group of Knoydart residents with one common goal: to bring our local pub under community ownership for the benefit of all patrons and pub-lovers.

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After a successful fundraising campaign we are currently in negotiations with the current owner of The Old Forge to bring this world-renowned pub into community ownership. Once we have achieved this, a lot of work is required to upgrade the building, site and associated outbuildings to achieve the aspirations as outlined in our business plan. We also need to focus on rebuilding the pub’s profile; engaging local people and businesses to ensure our offer continues to meet local needs and maximises any potential for further development and collaborative working opportunities.

A community ownership model will offer countless social, environmental and economic benefits for Knoydart and its visitors; and we are looking forward to sharing with you all the plans we have in store.

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Community is at the heart of this campaign, and the pull of The Old Forge reaches far and wide. We hope you can join us on this exciting venture, and be a part of shaping the Forge’s future.

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The Old Forge Community Benefit Society Limited was registered under the Co-operative and Community Benefit Societies Act 2014 on 8th July 2021. Registration number: 8672

Our Vision for The Old Forge:

*A vibrant and environmentally conscious community-owned pub, welcoming to all and investing in the regeneration and stability of Knoydart.*

Community ownership will ensure a shared commitment to the pub’s success, and bring benefit to people staying on Knoydart and visitors alike.

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Our goals are to:

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* Create a friendly and inclusive social hub that is welcoming to all residents and visitors
* Create an environmentally conscious business model that takes direct action to tackle climate change
* Offer year-round employment
* Offer training and career development opportunities
* Actively collaborate with local businesses and organisations to offer complementary services to the community and visitors
* Operate a sustainable, robust business that invests profits back into the community,
* Make a concerted effort to support local producers, in turn improving the circular economy

Job Role:

To oversee and manage the upgrade of the pub, site and associated buildings in line with achieving the aspirations outlined in our business plan and conforming to time requirements, budgetary restraints and funding requirements. You will report regularly to a wide range of stakeholders including - The Old Forge CBS Committee, the local community, our community shareholders and funders to keep them updated on progress.

Key Duties/main role and responsibilities:

* Draw up and fully cost the project action plan ensuring all works are compliant with available funding and will achieve aspirations of the business model.
* Identify environmentally friendly developments that would support the pub and community – eg eco build options.
* Identify planning and building control requirements.
* Procure architects and finalise drawings of the development plan.
* Procure contractors; prepare tender documentation and the evaluation of tender returns
* Prioritise key tasks and schedule into planning for phasing of work. (Immediate essential works include – external building upgrade and repair to roof, rainwater goods, electrical survey, insulation, ventilation, heating and energy solutions, upgrade of toilets, site clearance, accommodation and office provision. Future works will include upgrading the snug, possible extension of building and developing longer term accommodation provision.)
* Manage building regulations and planning applications and ensure compliance.
* Manage project specific budgets effectively, ensuring all spend and reporting is delivered as planned.
* Identify, manage and mitigate risks ensuring appropriate procedures are in place.
* Regularly report progress to the committee and all stakeholders.
* Ensure contract compliance with funders and take responsibility for all liaison and reporting requirements.
* Encourage good relations and effective communication between all stakeholders with strong community engagement.
* Be friendly, compassionate, understanding, and naturally able to build relationships with individuals and partner/potential partner organisations both in person and virtually.
* Maintain appropriate and confidential written records and prepare relevant reports for funders
* Carry out other duties in line with organisational requirements
* Able to carry out physical site visits and resolve issues on site

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**PERSON SPECIFICATION**

**E = Essential D = Desirable**

| **QUALIFICATIONS** |  |
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| * Degree level qualification or similar experience

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| **SKILLS** |  |
| * Excellent written, verbal and non-verbal communication
* Strong communication and interpersonal skills
* Time management skills
* Effective organisational and planning skills
* Ability to work on own initiative and remotely from the Committee
* Able to use own judgment and initiative within agreed policies and procedures
* Ability to motivate, manage and support people effectively
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| **EXPERIENCE OF** |  |
| * Previous similar role
* Construction project management experience
* Experience of working with main contractors and subcontractors
* Planning the entire project delivery to meet contractual and industry standards
* Procurement experience
* Establishing and maintaining positive effective working relationships with internal and external stakeholders
* Working under pressure; demonstrating ability to multitask and meet deadlines
* Experience of participation and leading effective partnership initiatives
* Experience in managing and developing projects
* Experience managing budgets
* Experience of delivering community focussed projects
* Experience of communication with a wide range of stakeholders
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| **KNOWLEDGE OF** |  |
| * I.T/Computer skills including Microsoft Office
* Zoom
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| **PERSONAL ATTRIBUTES** |  |
| * Customer focussed, presentable, with good interpersonal skills at all levels
* Honest & reliable
* Flexible & adaptable
* Team Player
* Ability to give and receive feedback
* Behaves and acts in line with the organisation’s values
* Ability to work with colleagues at all levels and with partners
* Ability to prioritise/manage workload using own initiative
* Excellent facilitation skills
* Willingness to tackle challenges to solve problems
* Great attention to detail and ability to multi-task
* Ability to challenge and manage people
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| **OTHER**  |  |
| * Ability to travel
* Driving license and access to own vehicle
* Ability to work irregular hours including evenings and weekends when required
* Ability to work flexibly and agilely in a remote location as required
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