



## Job Outline

**Job Title:** Project Manager

**Location:** Homeworking/Sustainable Kirriemuir Community Hub/Field Work

**Hours:** 28 hours per week (0.8 FTE)

**Duration:** Fixed Term until 31st March 2024 with possible extension

**Salary:** £35,385 pro rata (£28,308)

**Holidays:** 33 days annual leave pro rata (26.4 days)

**Reporting to:** Sustainable Kirriemuir Management Committee (MC)

### Background:

The primary aim of Sustainable Kirriemuir (SK) is the advancement of environmental sustainability, through the promotion of health and wellbeing, education and skills in aspects of sustainability, and volunteering and community engagement. These overarching aims are met through the delivery of 5 core workstreams: Growing Food, Energy, Active Travel, Biodiversity, and Valuing Resources.

Future Kirrie is a whole town Community Climate Action Plan, being facilitated by SK. It brings local schools, community groups, businesses and individuals together to act on the climate and biodiversity crises. This post is funded by The National Lottery Community Fund.

The post holder will work with SK's community engagement officer, growing lead officer and administrator.

**Role:**

- Provide line management support for SK staff, have oversight of all workstreams being delivered by SK staff and ensure that all workstreams are coordinated and deliver on SK's aims, objectives, and funding commitments.
- Deliver the strategic, and relevant funding objectives for core workstreams as set out by SK's MC and make recommendations to MC for future goals and activities. Workstreams in scope for this post holder are Active Travel, Biodiversity, and Valuing Resources.
- Support with the planning and implementation of other SK events as required.
- Support the development of Sustainable Kirriemuir and its work.

The nature of the work requires flexible hours to allow some evening and weekend working. Arrangements will be agreed between the post holder and their Line Manager.

**Outline of Duties:**

1. Provide line management for members of SK staff e.g., regular meetings with staff including one to one support, annual performance reviews, and coordination and oversight of annual leave and study/training leave requests.
2. Report and provide assurance to SK MC on progress of all SK projects in line with funding priorities/objectives and policies.
3. Writing assurance/update reports to funders and necessary policies for the organisation.
4. Ensure SK workstreams are coordinated with a balanced distribution of activity across all SK workstreams and across the year.
5. Act as the main point of contact for media with responsibility for writing press releases and liaising with media.
6. Look for opportunities to be community-led and help deliver the skills and activities the community wants and needs, particularly in the areas of Active Travel, Biodiversity and Valuing Resources.

7. Plan, deliver and evaluate all elements of core workstream activities as agreed with the MC and staff, and to oversee the smooth running of them, including but not limited to:
  - a. eBike loan scheme
  - b. Community Cooking
  - c. Stitch 2 Enrich
  - d. Repair Cafes
  - e. Biodiversity related events (e.g., Bioblitz)
9. Provide opportunities for members of the community to learn skills to support mitigation and adaptation to climate change, around workstream topics, such as cycling, bicycle care and clothing repairs.
10. Ensure environmental awareness and education is included in all project activities.
11. Monitor and evaluate the success of activities by keeping records, conducting research, analysing statistics, and producing written reports and recommendations on progress.
12. Ensure SK activities are well advertised.
13. Compile and manage agreed budget, ensuring cost effectiveness of all activities.
14. Contribute to wider SK activities as required.
15. Assist in generating income, by planning and researching new opportunities locally.
16. Promote the organisation by raising awareness of how our activities can improve wellbeing.
17. Develop and manage partnerships with local agencies, promoting the work of SK.

**This list is not exhaustive, and the jobholder will be required to undertake other duties as required. It is anticipated the post holder will spend approximately 2 days undertaking management duties and 2 days delivering core workstream activities.**

Sustainable Kirriemuir is a Living Wage Employer.

## **HOW TO APPLY**

Send a CV along with a cover letter outlining why you fit the bill, to:

[sustainablekirriemuir@gmail.com](mailto:sustainablekirriemuir@gmail.com)

Closing Date: 08 December 2022 at 5pm

Interviews will be held on Friday 16 December 2022

If you have any questions, please get in touch with Kate Munro at

[sustainablekirriemuir@gmail.com](mailto:sustainablekirriemuir@gmail.com) or 07906806290