

Project Manager Job Description

Salary: £38,000pa FTE

(28 hours / 0.8FTE, 1 year fixed term contract)



The David Hume Institute

The David Hume Institute is an independent think tank that has been operating at the heart of Scottish policy debate since 1985. We work towards a Scotland that is prosperous, sustainable, inclusive and fair.

This means the economy and society run through everything we do. Central to our work are the people of Scotland, including those who are seldom heard; from different ethnic and cultural backgrounds; different genders, ages and abilities.

Our mission is to increase understanding of the economy, including the labour market, and productivity; as well as how social trends and priorities impact on decision-making. We seek to apply the critical thinking which has long defined DHI to encourage action which addresses the contemporary issues of our time.

Areas of work

- **Economy** - We take a broad view of the definition and explore a wide range of issues and topics which have a bearing on Scotland's economy
- **Society** - We recognise that economic questions are interconnected with broader societal issues and work to demonstrate these connections in the pursuit of a fairer, thriving Scotland
- **Policy** - We seek to inform ethical choices in policy-making for government and institutions, increasing understanding of how people live in relation to each other and maximising public benefit.

Our values

- Curious
- Inclusive
- Open
- Rigorous
- Independent

We are a think tank which undertakes rigorous research and analysis into issues that cross Scotland's economy and society. We believe in diversity of thought and in the value of bringing people together in an atmosphere of respectful debate. We listen to voices from across society and are unafraid to challenge established thinking or power structures.

The Role

We are recruiting a Project Manager to support the delivery of a new project funded by The National Lottery Heritage Fund, entitled: David Hume, the Enlightenment, race and power: re-examining the heritage of Scotland's 'greatest' philosopher

This is an exciting opportunity for someone with a can-do attitude. The postholder will likely have experience working on the legacy of colonialism and be interested in how heritage impacts society

today. The successful individual is likely to have experience of working on project management and delivering with a wide range of partners as well as experienced communications and event organisation. They will need to be willing to turn their hand to whatever is needed as part of a small dedicated team.

Tasks will include:

- Project management, coordination and administration
- Managing contractors and suppliers
- Support undertaking primary and secondary research and evaluation
- Arranging meetings and responding to queries
- Contributing to the creation of communications content
- Regular reporting to funders and the DHI board
- General administration tasks as required

Selection criteria

Essential:

- Good personal administration and organisation with the ability to meet tight deadlines
- Ability to undertake desk research, data collection and analysis
- Strong communications and interpersonal skills
- Experience working with people from different backgrounds
- Self-motivated - capable of working both independently and in a small team
- Confident at embracing digital solutions accompanied by ability to learn new programmes/skills as required
- Ability to use and learn new tech solutions to support our work
- Interest in the impact of heritage on society today
- Commitment to continuous improvement and learning

Desirable:

- Enthusiasm and a desire for gathering evidence to inform project development
- Understanding of the Scottish Enlightenment and the recent work to re-examine Scotland's role in colonialism
- Previous experience of networking and building productive relationships

The post will report to the Director. The David Hume Institute is *Happy to Talk Flexible Working*, the team is home-based. However, there may be occasions where evenings and out of hours work will be required. The Institute is an inclusive workplace and we welcome applications from candidates with diverse backgrounds in terms of gender, disability, religion, age, sexual orientation, culture, economic background and nationality. Applicants will be asked to demonstrate appropriate documentation of their right to work in the UK.

How to apply

Please email your CV accompanied by a covering letter explaining why you are interested in the role and how you meet the criteria to enquiries@davidhumeinstitute.org by **9am on Monday 21st October**.

Interviews will be on **Monday 28th October**.