

Caer AilGyfle Project Manager

A 12 month contract with the hope of extending it thereafter.

Salary - £14,989 for three days work per week (equivalent to £24,982 Full Time Equivalent)

General

We have been successful in obtaining funding from the Welsh Government Food Poverty Grant. This post is responsible for managing the grant.

Work hours

21 hours per week (3 days a week). The exact days will be discussed with the successful candidate.

Your usual place of work will be the Institute Building in Caernarfon

JOB DESCRIPTION

- *Ensure that all projects are delivered on time, within scope and budget
- *Develop and implement a project plan to monitor and track progress
- *Report and escalate to Management Board as needed to include financial reports
- *Manage relationships with relevant stakeholders
- *Perform other related duties as assigned

PROJECT MANAGER REQUIREMENTS

- *Proven working experience in project management
- *Excellent written and verbal communication skills in both Welsh and English
- *Solid organisational skills including multi tasking skills

SKILLS AND PROFICIENCIES

- *Developing and tracking budgets
- *Supervision
- *Planning
- *Verbal and Communications
- *Leadership
- *Negotiation
- *Problem solving