

Job Description

Job Title:	Project Manager – Gaining Ground Project
Hours of Work:	.5 FTE
Salary:	£22,829 per Project Term (Note: this salary was based on 2.5 days per week with an original start date of November 2018, the post holder will be expected to work additional hours initially to bring the project on target within this salary)
Timescale:	March 2019 – May 2020
Primary Purpose:	To manage all aspects of the Gaining Ground Project
Responsible To:	Patrick Krause, Chief Executive

Main Requirements

1. A proven track record in EU project management is essential, including responsibility for project development and implementation, evaluation, handling grant claims, budget management and overseeing of project personnel.
2. Experience of Scottish rural development is essential and practical experience of small-scale agriculture / crofting is desirable with a knowledge of the importance of diversification.
3. Experience and clear understanding of the concept of social crofting/care farming.
4. Social and Health Service knowledge with an understanding of self-directed support.

Main Responsibilities

1. Ability to deliver the project on time within budget and scope.
2. Co-ordinate both internal and external resources for a flawless execution of project.
3. Deliver project scope – objectives and outputs involving all relevant stakeholders.
4. Work to the existing project plan to track progress.
5. Measure project performance using appropriate systems, tools and techniques.
6. Report and escalate any issue to the SCF Chief Executive as required.
7. Manage the relationship between users and stakeholders.
8. Create and maintain appropriate project documentation.
9. Market and publicise the project.
10. Report to funders on a regular basis including processing of claims.
11. Maintain a link between strategic vision of SCF and operational activities.



The European Agricultural Fund for Rural Development: Europe investing in rural areas.

Project Manager: Gaining Ground Project Person Specification

Attributes	Essential	Desirable
Qualifications	Degree in Business Administration and/or Agriculture	Masters Level Degree in Business Administration, Education or Agriculture
Experience	Project Management – specifically related to European Projects. Financial Management – working within European Guidelines.	5 Years Project Management Experience
Skills and Abilities	Project Management Budget Management Staff Management Events Management Time Management Competent with all aspects of IT including Excel, Databases, Publisher and Word. Conversant with web applications. Ability to work as part of a team. Ability to work on own initiative. Presentation skills and public speaking. Practical agricultural experience. Practical Health or Social Service experience. Appreciate the need for adherence to SCF's established organisational policies e.g. equal opportunities, anti-discrimination, employment, etc.	Use of Sage/Excel
Personal Attributes and Circumstances	Available to start the post immediately. Highland Based. Ability to travel. Ability to spend time away from home. Clean Driving Licence. Practical aptitude to solving diverse day to day problems.	