



Wales **Co-operative** Centre
Canolfan **Cydweithredol** Cymru

The Wales Co-operative Centre is an innovative, forward-thinking organisation, focused on helping Wales to become a better, fairer, more co-operative nation. For almost 40 years we have supported the growth of co-operatives and social enterprises, delivered significant programmes that tackle digital and social inclusion and, more recently, strengthened our commitment to digital leadership and innovation in all areas of our work. We continually seek opportunities to influence and effect change, based on our extensive knowledge and experience across key areas of social and economic policy.

As an equal opportunities employer, we now invite applications from all sections of the community for the post of:

Project Manager

Job Purpose:	To be responsible for the successful day to day delivery of the Community Shares Wales Resilience Project (CSWRP), the Social Business Wales New Start project in East Wales, as well as future projects delivered by the Wales Co-operative Centre.
Starting Salary:	£44,502 per annum.
Contract:	Fixed term from 1 st October 2020 to 31 st March 2023. This post is funded by the National Lottery Community Fund and the European Regional Development Fund (ERDF).
Hours:	35 hours per week.
Location:	Any of the Centre's office premises or remote working from home with regular travel across Wales as required. Regular access to a vehicle will be required for this role.
Closing date:	22:00, Monday 17 th August 2020.

To apply, or for more information about us, our culture and values, please visit <http://wales.coop/careers/> or alternatively telephone 02920 807113 citing job reference PMCSWSBWN/0820.





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Geographic Coverage: This post will provide support across Wales.

Accountable To: Director of Enterprise.

Role Specific Main Duties and Responsibilities

1. Lead and manage all aspects of the projects to ensure a strategic approach to delivery.
2. Manage the successful delivery of the activities and achievement of outcomes.
3. Support the creation and adaption of resources and tools, the development of training activities and the development of marketing resources.
4. Manage engagement with key stakeholders and partners.
5. Manage any contracts with external suppliers.
6. Manage project budgets and other resources.
7. Manage and ensure the effective deployment of the small project teams in order to achieve the objectives and targets of the projects.
8. Engage with partner organisations in other parts of the UK to share learning and resources.
9. Review monitoring data in order to evaluate project delivery on an on-going basis.
10. Provide reports to the funders of the project, National Lottery Community Fund and WEFO, as well as to the Wales Co-operative Centre Board and Senior Leadership Team as required.
11. Work as a member of the Management Team at the Wales Co-operative Centre.
12. Assist the Director of Enterprise and other team members in developing a strategic approach to promoting community shares.



Wales Co-operative Centre Duties and Responsibilities

1. Work co-operatively with other staff and Wales Co-operative Centre programmes to promote the work of the Centre and facilitate achievement of the Vision.
2. Contribute to and represent the values of the Wales Co-operative Centre.
3. Promote and ensure safe working practices in line with Health and Safety requirements.
4. Adhere to all Wales Co-operative Centre policies and procedures.
5. Actively promote diversity within the Wales Co-operative Centre.
6. Play an active role in achieving excellence.
7. Maintain proper records of activity and produce reports as required.
8. Regularly attend and contribute to team meetings.
9. Work flexibly, including early mornings, evenings or weekends as necessary.
10. Travel as necessary to meet the requirements of the post.
11. Undertake professional development as required.
12. Undertake such other duties appropriate to the level of the post that may reasonably be required.

It should be noted that this job description merely provides a summary of the main duties and responsibilities of the post. It may be subject to periodic review and modification in conjunction with your Line Manager and the HR and Corporate Support Manager which may lead to revisions in light of operational requirements.





This document outlines the knowledge, skills and behaviours which our ideal candidate will be able to demonstrate. If you feel that you could be the next member of our team, please tell us how you meet the criteria listed in section 1 within your application. Please address each point clearly.

1.0 Role Specific Knowledge / Skills / Behaviours	
1.1	Knowledge and understanding of Community Share Schemes
1.2	Understanding of and experience of working with different company / society legal structures
1.3	Knowledge of delivering and managing funded projects
1.4	Experience of managing the successful delivery of project outcomes
1.5	Experience of managing people, including remote management
1.6	Experience of managing multiple budgets
1.7	Understanding of the social business sector in Wales

NB: The ability to communicate in Welsh is a desirable but not an essential criteria for this role

All Wales Co-operative Centre staff are also expected to be able demonstrate the following core skills and behaviours. Some or all of these will be tested at interview stage.

2.0 Core Skills	
2.1	Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes
2.2	Ability to work independently with minimal supervision
2.3	Ability to work calmly and efficiently under pressure
2.4	Ability to work co-operatively and effectively as part of a team
2.5	Ability to competently use MS Office and online/virtual meeting software such as MS Teams, Zoom, Skype etc
2.6	Ability to deliver excellent customer service
2.7	Ability to communicate effectively, verbally and in written format, across various audiences
2.8	Ability to build relationships with internal and external stakeholders
2.9	Ability to identify opportunity for innovation and solve problems
2.10	Ability to adapt to change

3.0 Core Behaviours	
3.1	Co-operation – work collaboratively for mutual benefit
3.2	Support – give your time, expertise and encouragement
3.3	Fairness – value diversity and democracy
3.4	Integrity – strive to be open and honest in everything that you do
3.5	Positivity – invest your energy on achieving outcomes
3.6	Inspire - stimulate businesses, communities and people to take control and reach their potential
3.7	Punctual
3.8	Committed to continuous professional development

