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Social Business Wales

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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: Social Business Wales

Project Purpose:	Social Business Wales supports the development and growth of social businesses across Wales. It aims to increase the sustainability and growth of the social business sector in Wales.
Job Purpose:	Working as part of the operation's management team, the post holder would be responsible for the successful day to day delivery of the Operation.
Starting Salary:	£44502 per annum
Contract:	Fixed term until 31 st December 2022. This post is funded by Welsh Government and European Regional Development Fund (ERDF).
Hours:	35 hours per week
Location:	Working from home initially, with regular travel to Caerphilly.
Closing date:	22:00, 9 th August 2020

For an application pack, including further information, job description and person specification, please visit <http://wales.coop/careers/> or, alternatively telephone 02920 807113 citing job reference PMSBW/0720/GB



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Job Description

Project Manager: Social Business Wales

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- Job Purpose:** Working as part of the operation's management team, the post holder would be responsible for the successful day to day delivery of the Operation.
- Accountable To:** Director of Enterprise.
- Funding:** This post is funded by Welsh Government and ERDF.

Role Specific Main Duties and Responsibilities

1. Manage front line delivery staff, including remote line management.
2. Effectively procure and manage external providers.
3. Train and develop staff (CPD).
4. Manage the operation's budgets.
5. Manage knowledge within the operation to ensure that project tools and documents continue to be fit for purpose throughout the lifetime of the operation.
6. Monitor performance and supporting team members to achieve targets.
7. Co-ordinate and compile written reports for WEFO and the Welsh Government on the progress of Social Business Wales.
8. Upload monitoring information on to WEFO online.
9. Continually monitor quality of delivery of the operation.
10. Develop and promote procurement opportunities for clients of SBW.
11. Report to the Director of Enterprise on the on-going delivery of the operation.

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.

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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 resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the HR Manager which may lead to revisions in light of operational requirements.

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Person Specification

Project Manager: Social Business Wales

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	Experience of delivering large ERDF projects
1.2	Experience of supporting the social business sector
1.3	Experience of successfully managing budgets
1.4	Experience of managing the quality of work produced by staff or contractors
1.5	Experience of managing procurement processes and contracts
1.6	Experience of working with and understanding different company/society legal structures

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	Punctuality
3.8	Committed to continuous professional development

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