

## Triangle Project Manager – Application Pack

Have you run a successful project in a community or public setting? Are you a friendly and effective communicator who is full of bright ideas? Yes? Then you are just the sort of person we want to be our Triangle Project Manager.

The Triangle is a triangular micro park featuring trees, grass and an old toilet block in a busy part of Maindee, East Newport. It is in urgent need of a makeover. The good news is that all this renovation is happening this year.

We want the Triangle to quickly become a popular and well-loved hangout spot for all ages. That's where you come in.

The project manager must make sure everyone knows what is going on with the building renovation – the go to person for ideas, complaints and offers of help. As a leading player in our established project team, you will promote the meeting room as a venue for education, clubs, children parties, develop regular bookings (we've got some already) and deliver the cool post-Covid launch programme to really put the Triangle on the Maindee map.

Maindee Unlimited is a successful placemaking charity focussed completely on the Maindee area of East Newport. The postholder can join our payroll scheme or freelance with us. We expect the contract to run for six months from April to September.

To arrange an informal online discussion to find out more contact John at [info@maindee.org](mailto:info@maindee.org)

To apply send your cv and a short letter telling us why you match the person spec. and are the right person for this job. (not more than 500 words) to Sheena at [admin@maindee.org](mailto:admin@maindee.org)

Applications must be received by mid-day on Monday 1<sup>st</sup> February.  
Online interviews will be held on Monday 8<sup>th</sup> February

Downloads:

- Job Description, Terms and Conditions, Person Specification
- [The Triangle Business Case](#)

# Person Specification

ESSENTIAL	DESIRABLE
<b>Education</b> <ul style="list-style-type: none"><li>GCSE Maths or equivalent</li></ul>	<ul style="list-style-type: none"><li>Project Manager training e.g., PRINCE 2</li></ul>
<b>Knowledge and Experience</b> <ul style="list-style-type: none"><li>Experience of successful project management in a community/public/local government environment.</li><li>Experience of presenting project reports and outcomes.</li><li>Knowledge and experience of community engagement and consultation.</li><li>Knowledge of good health &amp; safety practice.</li></ul>	<ul style="list-style-type: none"><li>Experience of creative projects.</li><li>Knowledge of the local area and local issues.</li><li>Knowledge of building projects.</li></ul>
<b>Skills and Attributes</b> <ul style="list-style-type: none"><li>Good organisational skills.</li><li>Good communicator:<ul style="list-style-type: none"><li>Producing clear, written reports;</li><li>Speaking clearly to a range of stakeholders;</li><li>Proficient use of word processing and spreadsheet software.</li></ul></li><li>Experience of creating and posting content on social media platforms.</li><li>Able to work without close supervision.</li><li>Good timekeeping and keeping to deadlines.</li><li>Able to work with a wide variety of community representatives.</li><li>Proven ability to plan and manage project work, including project budgets.</li></ul>	<ul style="list-style-type: none"><li>Adaptable and creative.</li></ul>
<b>Particular Circumstances</b> <ul style="list-style-type: none"><li>Need to be flexible and happy to attend meetings and events in evenings and weekends.</li></ul>	

# **Terms and Conditions of Employment**

The following outlines the terms and conditions of employment with Maindee Unlimited (hereafter known as “The Charity”). The Charity reserves the right to change these terms and conditions as necessary, with due notice.

**Title:** Maindee Triangle Project Manager

**Reporting Relationship:** You will report to the Chair of the Project Board.

**Responsibilities:** Your responsibilities are described in the job description attached as Schedule “B.”

While employed by the Charity, you agree to work on a flexible, part-time basis for the Charity and agree that you shall not, during any hours paid by the Charity, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that does not relate to the work of the Charity or interferes or could reasonably interfere with your duties to the Charity without our prior written permission.

**FTE Salary:** £39,000 per annum

**PT Salary:** £12,000 per annum (50 hours per month @ £20/hr)

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

Fixed term contract for six months – may be extended to eight months

**Hours of Work:** You are expected to typically work for an average of 50 hours a month. Subject to Covid-19 restrictions, around half of your time should typically be based in Llyfrgell Maindee Library or on site at Maindee Triangle or at other locations where project-related meetings or other events are held. Other hours will typically be completed as homeworking.

**Timesheet:** You must keep an accurate and up-to-date record of hours worked, by date and location, on a timesheet. An example is attached. This should be signed and submitted to your manager on a routine, monthly basis or on your manager’s request at any other time.

**Flexibility of hours:** The Charity wants to be a family-friendly employer that helps employees achieve a balance between their work and family lives. We do not offer childcare vouchers, but will support any flexible working arrangements that help to achieve this balance. In return, and without compromising our family-friendly values, we expect you to offer the Charity some flexibility in requirements from time to time.

**Payroll Schedule:** Your salary will be paid to you on a monthly basis in arrears, less required deductions, via a BACS payment into your bank account.

**Pension:** We offer an employer’s pension contribution of 5% of your base salary via our pension provider (The Peoples Pension <https://thepeoplespension.co.uk/>)

**Holidays:** You will be entitled to the equivalent of five weeks paid holiday annually, which you will accrue at a rate of 5 hours per 50 hours worked. The Charity requests reasonable notice of planned holidays.

**Travel and other expenses:** You may claim general expenses for items purchased up to the value of £10 from the petty cash system. All expense claims for items above this value must be made to your manager. All purchases claimed must be supported by receipts. Travel expenses may be claimed at a mileage rate of:

Cars and vans	45p
Motorbikes	24p
Bicycles	20p

**Probationary Period:** To assess your fit within the Charity, the first three (3) months of your employment will constitute a probationary period. At any time during this probationary period, the Charity may terminate your employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.

**Policy compliance:** The Charity has established policies that can be found on our website at [www.maindee.org/documents](http://www.maindee.org/documents). During your period of your employment with us, you agree to be bound by these policies, and any future policies and standards that are reasonably introduced by the Charity.

**Changes to Duties and/or Compensation:** If your duties or compensation should change during the course of your employment with the Charity, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

**Resignation:** Should you wish to resign your employment with the Charity within the term of the appointment, you will be required to provide four weeks' written notice to enable us to transition your work.

**Dismissal:** The Charity may terminate your employment at any point after your probationary period, but only in full compliance with the prevailing guidance at: <https://www.gov.uk/dismissal/overview>

# **Job Description**

<b>Job Title:</b>	Triangle Project Manager
<b>Salary:</b>	£12,000pa (part time salary equivalent to £39,000 whole time)
<b>Hours:</b>	50 hours a month – will include some evening / weekend hours
<b>Base:</b>	Homeworking and Llyfrgell Maindee Library, Newport NP19 8BY
<b>Contract:</b>	Six months fixed term – may be extended by two months
<b>Reporting to:</b>	Chair of Project Board

## **Purpose of the Role**

To lead on effective communications within the project and engagement with local residents, local businesses, professional services, contractors, suppliers, the local authority (site owner) and their agents, funders and all other stakeholders.

To foster a strong sense of local ownership and community pride. Encourage local groups and organisations to be one-off or regular users of the Triangle. Lead the organisation of launch events and a subsequent programme of site events within the timeframe of the post and prevailing Covid restrictions .

To convene and manage a Project Team whose members may include contractors, professional advisors, and relevant stakeholders.

To advise the Project Board of any significant variance from planned costs, activities, or timescales.

To work closely with the project administrator to maintain up to date orders, income, actual and committed expenditure data and reports on performance against budget.

To maintain our commitment to equal opportunities by promoting non-discriminatory practices and to follow our policies, health and safety legislation and local safety plans.