

Groundwork Wales

Groundwork is a federation of independent charitable trusts set up to 'build sustainable communities through joint environmental action'

WECAN Project Manager

Full-time post (37.5 hours per week)

Fixed contract until 31st December 2013 (continuation beyond subject to funding availability)

c. £28 - 35k pa dependent upon skills and experience

The Valleys Regional Park (VRP) project is being delivered by a partnership of over 40 public and voluntary sector organisations focusing on the regeneration of the south Wales valleys through the natural environment, cultural heritage, and the tourism opportunities related to these assets. Groundwork Wales is hosting the staff for Interreg IVB-funded WECAN (Working together for Economically prosperous Communities through Assets of Natural heritage) project, which is designed to generate sustainable economic and social benefits for our communities by unlocking and maximising the potential of the natural environment.

You will be an enthusiastic team player with proven skills and expertise in project management and partnership working. In particular, you should be experienced in dealing with the business sector as you will have particular responsibility for the creation and development of private business and social enterprise opportunities. Ideally, you should have experience of managing the financial aspects of European funding programmes and procurement of work programmes in accordance with required UK and EU regulations.

The post is based in Groundwork Wales working with the VRP coordinator and the WECAN team as well as the Valleys Regional Park Manager and other VRP team members, primarily based in the Regeneration Department of the Welsh Government.

Groundwork Wales is an equal opportunities employer and registered charity No: 1096662

Application packs can be obtained from Catherine Williams at Groundwork Wales on 01443 844866 or catherine.williams@groundwork.org.uk

For further information on the post, visit www.thevalleys.org.uk or please contact the VRP Coordinator, David Llewellyn on 01443 849963

Closing date for returned applications (including electronic submissions): Noon, Friday 19th August. Interviews to be held on Monday 5th September and, if applying, you should ensure that you are available on that day if chosen for interview.



Llywodraeth Cymru
Welsh Government



Y Cymoedd
Calon ac Enaid Cymru
The Valleys
Heart and Soul of Wales



Job Description

WECAN Project Manager

The WECAN project seeks to develop and maximise the economic potential of the natural environment to help regenerate the south Wales Valleys. The project is funded through the Interreg IVB (North West Europe) 'Strong and Prosperous Communities' programme with European partners based in former heavy industrial areas of Limburg in eastern Belgium (*Regionaal Landschap Kempen en Maasland*) and northern France (*Parc naturel régional de l'Avesnois; Parc naturel regional Scarpe-Escaut, and PNRx*),

Working with the VRP Coordinator, VRP Manager and WECAN team to oversee the implementation of the WECAN project through effective delivery of the action plan with partners in VRP and Europe.

You will be primarily responsible for managing the creation, development and delivery of the business and commercial aspects of the WECAN action plan as well as overseeing the financial and claims reporting of the project for Valleys Regional Park.

Responsibilities and Duties

You will work with the VRP coordinator and VRP manager to oversee the implementation of the WECAN project.

Specifically you will be responsible for:

- Creation, development and delivery of business and commercial opportunities based on the natural environment including development and support of private and community enterprise opportunities, business sponsorship and visitor payback schemes as detailed in the WECAN action plan
- Procurement of programmes and commissioning of experts for work detailed in the WECAN action plan in accordance with statutory regulations.
- Coordinating and managing the financial reporting with the support of the WECAN Administration Officer and the VRP team and working with appropriate staff at Groundwork Wales and the Welsh Government.
- You will supervise the work of the WECAN administration officer with regard to financial aspects of the project and, where required, direct the work of the WECAN project officers.

Accountability

Directly to the VRP Coordinator

Employment details

Fixed contract until end of December 2013 (continuation beyond is subject to funding availability)

Based at Groundwork Wales offices, Trefforest

Salary £28 - £35K per annum (37.5 hour week) – dependent on skills and experience

Travel to Europe for meetings with partners on occasions is required (approximately 4 times p.a.)

Consideration will be given to candidates who are looking to be engaged on a secondment basis, subject to agreement of their current employer.

Job Competencies

Demonstrable skills and experience in understanding and working effectively with the private, public and third sectors to develop business opportunities	Essential
Proven project management skills and experience	Essential
Proven ability to work in partnership with other organisations	Essential
Experience of procurement of work programmes in accordance with required UK and EU regulations	Essential
Clean driving licence	Essential
Understanding and experience of financial record keeping and claims reporting for European funding programmes	Desirable
Experience of working within the environmental business sector	Desirable
Experience of working with social and community enterprise	Desirable

Person Specification

- Enthusiastic, committed individual with the desire to make a real contribution to help regenerate the south Wales valleys
- Experience of working with the private and public business sectors to develop business opportunities
- Proven team player and able to work on their own initiative
- Proven successful project management experience
- Educated to degree level or equivalent in relevant area
- Understanding of European funding programmes highly desirable
- Availability of car for use on business