

Recruitment Information

Project Manager

Cambridge

£20-22,000 pro rata (37.5 hours per week) according to experience
12 month fixed term contract (with the potential to extend subject to funding) A part time arrangement may be considered.

Contents

1. Advert
2. About Shape East
3. About the job
4. What we are looking for
5. What we are offering
6. How to apply

If you have any questions regarding this position or you would like to discuss prior to applying, please contact:

Delyth Turner Harriss
Acting Director
Email: dth@shape-east.org.uk
Phone: 01223 462 606

I. Job Advert



Project Manager

Shape East – the built environment and architecture centre for the Eastern region wishes to appoint:

A well-organised, creative, energetic and self motivated **Project Manager** to help devise, co-ordinate and deliver a range of educational and training services, projects and events throughout the region.

We are looking for someone with the ability to devise and organise conferences, workshops and events throughout the region. (Car driver preferred)

Salary £20- 22,000 depending on experience (37.5 hours per week). This is a fixed term 12-month appointment with the potential to extend subject to funding. A part time position may be considered.

Deadlines for completed Application form and letter of interest is May 28th with interviews to be held in Cambridge on June 16th.

For an application pack please download at www.shape-east.org.uk or contact Shape East on 01223 462 606 or mail@shape-east.org.uk.

Shape East welcomes applications from all sectors of the community.

www.shape-east.org.uk

2. About Shape East

Shape East is the architecture and built environment centre for the Eastern Region. We are a registered charity whose mission is to 'help people make better places'. One of a national network of centres core funded by CABE, Shape delivers its mission through educational outreach work in village halls, Council Chambers, schools and communities across the region. Our education work ranges from quite formal seminar sessions with Local Authority members and officers to 'Making Neighbourhoods' planning and model making sessions with young people and adults from 7 year olds upwards. Shape's Objectives are to:

- Inspire and excite people about the built environment and help them see it through fresh eyes
- Increase understanding of the importance of good planning, urban design, architecture and construction
- Encourage people to participate in the planning and other processes which shape change in their communities
- Prepare the ground for the future by engaging children and young people in built environment issues

Shape East is a registered charity and a company limited by guarantee, Charity No. 1047034

Shape East and *The Built Environment Education Trust Ltd.* supports equal opportunities for all.

Our web site identifies some of the varied projects Shape East delivers: www.shape-east.org.uk

3. About the Job

PROJECT MANAGER

Shape East – the built environment and architecture centre for the East of England – wishes to appoint a well-organised, energetic and enthusiastic Project Manager (A fixed term 12 month appointment with the potential to extend subject to funding) to help co-ordinate and deliver the centre's services, projects and events working from our busy office near Mill Road in central Cambridge.

Shape East is an Education Trust and registered charity which specialises in creating opportunities for the general public and built environment professionals to engage in the processes of improving the buildings and places in which we all live, work and socialise.

Shape East runs a wide and varied programme, which ranges from workshops with schools to professional seminars for Local authority Members and officers, working with architects, artists, builders and planners, undertaking research and providing information via our website www.shape-east.org.uk. Shape's staff (Acting Director, Head of Projects, Finance Manager and Events and Communications organiser) are managed by the Built Environment Education Trust Ltd. Shape East is a member of the national Architecture Centre Network (www.architecturecentre.net).

Shape East is funded by the Commission for Architecture and the Built Environment (CABE), English Heritage, CITB and various Local Authorities within the region.

Line Manager: Director

Responsible for: N/A

Hours of work: This is a full time position of thirty seven and half hours per week, flexible working within core hours unless agreed with the Director. The post holder must be available to work across the region including some evenings and occasionally at weekends.

Terms: This is a fixed term contract of 12 months with the potential to extend subject to funding

Place of work: Unit B, 21, Sturton St, Cambridge CB1 2SN (regular off-site work)

Purpose of post:

1. To work on particular projects as agreed with the Director to support the work of the Director and Shape's team.
2. To provide a comprehensive and efficient project management service, helping to run a variety of diverse projects. As a Project Manager within a busy and small team you will be expected to be flexible and to deliver all aspects of a project from start to finish. This will include devising and coordinating an event, event set up (from moving chairs to arranging delegate packs) to public speaking and evaluation.
3. To managing individual project budgets, schedules and resources in relation to Shape's network of partner organisations. Leading the project and work closely with our project partners and young people.
4. The post is self servicing and will involve administration which will include areas such as managing Information Technology, communications (database management, email, telephone, post etc.), document management, reporting outputs to funding partners, assisting in the completion of projects and other related services required to ensure the efficient running of the company.

Scope and responsibilities of post:

1. Achieve the specific outcomes for a project.
2. Organise events including receiving and responding to enquiries, booking speakers, venues and ensuring the booking, delivery and receipt of all equipment where required. Record and administer workshop and seminar attendance and to collate and produce feedback results.
3. Consolidate, extend and sustain Shape's network of project partners and potential sponsors and take a proactive role in identifying potential sources of funding to support project activity.
4. Maintain and update database as necessary, inputting data and information.
5. Assist the team in developing publicity material, in preparing for and organising presentations and seminars, press releases and mail shots as required.
6. Compile information for the Shape website.
7. Assist the Shape team to bring projects in on time, within budget and to a high quality.
8. Establish a range of systems for monitoring and evaluating projects and provide follow-up documentation for project partners, participants and funding bodies.

9. Work proactively as a member of the team to ensure that Shape operates effectively and efficiently. This includes dealing with incoming/outgoing mail, faxes, stationery, stock and equipment and maintaining records as required.
10. Be responsible for the accurate and safekeeping of computerised records and the quality of information contained in those records, in relation to your areas of responsibility.
11. Ensure that all services are delivered in accordance with good Equalities and Diversity practice.
12. Ensure compliance with the Health and Safety at Work Act and revise policies and practices if required.
13. Ensure compliance with general / statutory policies and practices of Shape East and revise and develop as required,
14. These responsibilities are not exclusive or exhaustive and the post holder may be required to carry out other appropriate duties within the level of the post.

4. What are we looking for

	Essential	Desirable
I. Knowledge		
a) Education	<ul style="list-style-type: none"> • A degree in a built environment profession or related discipline • I.T. training in word, excel, PowerPoint 	<ul style="list-style-type: none"> • database (Filemaker pro.) • Experience in the delivery of learning experiences in a relevant organisation
b) Experience	<ul style="list-style-type: none"> • At least two years' experience of working on a project/s within the built environment sector • Must have expertise in the use of Email systems • Strong organisational skills 	<ul style="list-style-type: none"> • Experience of organising events
2. Skills		
A) Communication		
i) Verbal	<ul style="list-style-type: none"> • Articulate and able to explain ideas easily • Feel confident in liaising with young people, a wide variety of organisations, professionals and the community 	<ul style="list-style-type: none"> • Set a high standard of customer care
ii) Written	<ul style="list-style-type: none"> • Able to write letters and communicate clearly and effectively. 	
B) Managerial		
i) Initiative	<ul style="list-style-type: none"> • Work under own initiative • Co-ordinate and manage the day to day running of projects • Carry out continuous evaluation • Ensure that work is prioritised and targets are met. 	
ii) Motivation	<ul style="list-style-type: none"> • Self motivated 	<ul style="list-style-type: none"> • Willingness to engage in project

	<ul style="list-style-type: none"> • Determination to achieve outcomes 	delivery on the ground
iii) Decision making	<ul style="list-style-type: none"> • Able to make decisions commensurate with post or refer to appropriate team member • Co-ordinate, manage and risk assess projects • Day-to-day time and budget management 	
c) Teamwork	<ul style="list-style-type: none"> • Able to work effectively within a team • Work with Artists, Professionals, experts and Decision Makers • Have a flexible approach to teamwork 	
d) Disposition		
i) Personal qualities	<ul style="list-style-type: none"> • Flexible • Ability to prioritise and remain focused on key tasks in the context of a diverse programme of activity and workload • Excellent interpersonal skills and an ability to work with people from all backgrounds, of all ages and a wide range of professional disciplines • Make an effective contribution to Shape • Professional approach • An ability to think creatively 	<ul style="list-style-type: none"> • GSH • Excellent listening skills • Strong initiative
e) Circumstances	<ul style="list-style-type: none"> • May be some lone working in office 	<ul style="list-style-type: none"> • Be able to attend evening meetings
3. Equality	<ul style="list-style-type: none"> • Ensure that services are delivered in accordance with good equalities and diversity practice. 	
4. The role	<ul style="list-style-type: none"> • Demonstrate understanding of the importance of the role • Able to listen to and effectively facilitate those participating in projects to achieve agreed outcomes • Record and evaluate information accurately on different systems and report to funders 	

5. What we are offering

The opportunity to work with a creative team delivering a range of inspiring and diverse events throughout the Eastern region, also:

- Flexible working arrangements
- 25 days holiday pro rata (37.5 hours per week) plus statutory bank holidays
- Salary of £20,000 - £22,000
- A commitment to your continuing professional development
- Opportunity to network widely and gain a greater understanding of the sector

6. How to Apply

Please send the completed application form (Appendix A) and covering letter explaining why you would like this position by email to mail@shape-east.org.uk or post to Shape East, The Courtyard, Unit B, 21 Sturton Street, Cambridge CB1 2SN.

Applications to be returned on or before Thursday 28th May 2009. Interviews to be held on Tuesday June 16th.

Equal Opportunities Policy

Shape East is committed to a policy of equality of opportunity and promoting cultural diversity in its staffing, governance and all aspects of its activities. Our policy indicates that current action is being taken by the organisation to promote equal opportunities and to start addressing how it promotes cultural diversity in its practice and organisation.

Equal Opportunities Policy Statement

Shape East is committed to a policy of treating all its employees and job applicants equally. No person shall receive more or less favourable treatment on the grounds of gender, gender, age, race, colour, ethnic or national origins, religious beliefs, sexual orientation, marital/civil partnership status, pregnancy, disability, responsibility for dependants or class.