**Job Specification**

**Project Manager – Circular Economy**

Edinburgh Chamber of Commerce (ECC) has applied for funding to undertake regional scans /surveys highlighting circular economy opportunities on behalf of a consortium consisting of Edinburgh Chamber of Commerce, Edinburgh Council, Perthshire Chamber of Commerce, Forth Valley Chamber of Commerce, Stirling Council and Perth & Kinross Council. The output from the project will be one regional route map for Edinburgh region, a Perthshire region and Stirling region. The project duration is for an initial 9 month period.

The funding application included a Project Manager to support the consortium to deliver the project. The Project Manager will be based in Edinburgh but will need to travel to Perth and Stirling on a regular basis so will need to have reliable transport.

**Reporting to: Programme and Project Manager**

The role of the Project Manager will be as follows:

* To develop and monitor a project plan and track progress to ECC senior management team, consortium partners and Zero Waste Scotland (ZWS)
* To ensure the on-going delivery of the programme and update the consortium partners and ZWS
* Ensure project is delivering the agreed milestones on time and on budget for Perth and Stirling regions. This includes liaising with the Consultant on an on-going basis.
* Implement the capture learnings and knowledge exchange plan whilst updating ECC and consortium members on progress.
* To implement a stakeholder engagement plan whilst updating ECC and consortium members on progress.
* To support the Consultant access appropriate data sets and background information to inform the work through liaison with relevant stakeholders.
* To provide regular progress reports to ZWS, ECC senior management team and other consortium partners.
* To ensure effective communication between consortium members which includes Chambers of Commerce, local authorities and Scottish Cities Alliance.
* Work with Forth Valley and Perthshire Chambers of Commerce to agree how to promote the project and engage the business community in Perth and Stirling regions.
* Organise and chair workshops in connection with the project and deal with senior business representatives on an on-going basis.
* Support the Marketing and Events departments to engage the wider business community.
* Attend meetings, events and workshops to promote and support Circular Economy Project.
* To engage with organisations such as the Glasgow consortium that have already completed similar work, to ensure that the lessons learned from that project can be applied.
* Any other tasks associated with this project

Suitable candidates will need to be able to demonstrate the following:

* A proven track record in managing projects or a consortium to deliver a particular output.
* Strong organisational and presentation skills.
* A keen interest in environmental issues and an understanding of what is meant by ‘Circular Economy.’
* Good communication skills and the ability to engage and both stakeholders and partners in the project.
* Good organisation and administrative skills.
* An understanding of environmental data sets and who might hold them would be beneficial although support will be provided from the local authorities in this area.
* All of the responsibilities and duties are to be carried out according to the Edinburgh Chamber of Commerce Group’s standards, policies and procedures and in conjunction with all other relevant legislation.

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|  | Essential | Desirable |
| **Skills, ability, knowledge** |  |  |
| Fluent and skilled communicator, with excellent oral and written communication skills, with the ability to articulate views on complex issues | √ |  |
| Strong interpersonal skills to enable post holder to work with key staff and consortium members and stakeholders to develop relationships | √ |  |
| Project management skills – to plan, develop, deliver and manage projects and programmes with a proven ability to prioritise competing and conflicting demands | √ |  |
| Self motivated and enthusiastic with a disciplined approach to achieving targets | √ |  |
| A proven track record in the preparation of Gantt charts and project plans |  | √ |
| The capacity to translate strategic vision into clear and simple business plans, actions and outputs |  | √ |
| The ability to work flexibly, with a broad range of stakeholders across all levels, to achieve agreed outcomes, consistent with the outputs in the project | √ |  |
| High degree of accuracy and attention to detail | √ |  |
| An understanding of environmental data sets and who might hold them would be beneficial |  | √ |
| **Qualifications/Experience** |  |  |
| Educated to degree or equivalent, or relevant business qualification | √ |  |
| Strong service orientation and experience of managing and delivering successful projects on budget and against agreed outcomes | √ |  |

An appropriate attractive salary will be paid depending on experience. Initially this role will be for 9 month fixed term, however funding is available for stage two of the project which potentially provides an additional year. Edinburgh Chamber of Commerce offers a generous holiday allowance of 25 days per year plus 10 public holidays. This role will be based in Edinburgh, however as travel to Perthshire and Stirlingshire will happen on a regular basis, a driving licence and access to a car are essential. Fuel appropriate costs will be provided.