

## **Job Specification - Project Manager**

Scotland is at the cutting edge of developing a more circular economy – designing products and services to keep materials in use for as long as possible. Businesses are already capitalising on the vast benefits of being circular and through new business models, are opening up sustainable opportunities for innovation and increased profitability, whilst addressing the issue of resource pressures. Edinburgh Chamber of Commerce (ECC) in partnership with Zero Waste Scotland are managing a project to support circular economy activity in Edinburgh. As part of this project ECC is looking to recruit a Project Manager who will be based in Edinburgh on a one year fixed term contract.

The role of the Project Manager will be as follows:

- To undertake all relevant project work related to managing the project within timescale and budget
- To develop the project plan, revise and track progress
- To access appropriate data and background information to inform the work
- To ensure effective communication and liaison with ZWS, Ricardo, local authorities, businesses and other key stakeholders
- Develop an stakeholder engagement plan and meet with partners to develop collaborations including trade bodies, academia and the private sector
- Meet and liaise with SMEs and businesses to promote circular economy and assess their business needs
- Research local companies to analyse their interest in Circular Economy
- To engage with organisations who have already completed similar work to ensure that the lessons learned from that project can be applied
- To organise and manage events in connection with the project
- Create a toolkit of information for businesses looking to develop circular economy projects
- To develop a methodology to capture learnings and knowledge exchange throughout the programme
- To ensure key milestones are achieved to enable the drawdown of project funds as per the schedule
- To achieve KPIs and facilitate funding applications as a result of the work
- Capture and gather key data and update the CRM system
- Produce weekly updates and data for monthly reports
- Any other tasks as requested by the Programme Manager and Programme Director

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

- Degree / experience in environment consultancy / sustainability/ resource management
- A detailed knowledge of Circular Economy, wider environmental issues and established relationships with key partners and businesses
- A proven track record in managing projects to deliver specific outputs.
- Good communication skills and the ability to engage with stakeholders
- Excellent interpersonal skills
- Excellent written and verbal communication skills
  
- Ability to work to tight deadlines and under pressure

- Ability to generate new ideas and think creatively
- Enthusiastic with a 'can do' attitude

**Working Hours**

This is a full time post working 35 hours a week 9.00 am - 5.00 pm. Please note however that it is in the nature of the role that hours may vary with the needs of the business. A flexible attitude to working hours is expected. Some early morning and late night working to support events will be required.

**Salary: Up to £40,000 for the right candidate (1 year fixed term contract)**