

Post Title: Project Manager - Institute of Sustainability and Food Innovation (IOSFI)

Responsible to: Dean UCR and Assistant Principal HE

Salary: £35,710 per annum (A42)

Status: Full time (37 hours per week), Fixed term to September 2023
This role will be employed by Reaseheath College but will work flexibly and in partnership with the University of Chester. Regular travel between Reaseheath College and the University of Chester will be expected and the postholder may be required to work from either location.

Purpose of the job: The project manager will work to develop the major joint project between the University of Chester and Reaseheath College to set up an Institute of Sustainability and Food Innovation. The project manager will help develop programmes of activity to deliver the outputs agreed. At the core of this role will be linking up all the existing activity between the two institutions, fostering and joining up new activities and ensuring engagement with and promotion to key stakeholders and wider audience in partnership with the Reaseheath Business Hub.

IOSFI is a major project between RH and UoC around a critical agenda in the region, wider hinterland and nationally. Areas of work are expected to include curriculum development (long and short programmes), research (allied to the curriculum and student experience), enhancement of the student experience (added value, facilities, research, stakeholder engagement and exposure) and strong alignment to careers and opportunities in these sectors. Engagement with Industry and key stakeholders such as LEP, LA and sector organisations will be key also.

Mission Statements	
Reaseheath College	University of Chester
Industry Focused, Career Ready	Founded in Faith – Creating Community – Serving Society

Key Tasks and Responsibilities of your Job Role

- Coordinate and develop effective partnership working and delivery frameworks between delivery partners. Monitor the Service Level Agreement between delivery partners and ensure compliance so that IOSFI is demonstrably progressed.
- Agree and establish the MoU, ToR, targets/KPI and mechanisms to drive the IOSFI forward
- Mapping and presenting the many existing and potential components of IOSFI to bring clarity and understanding to a wide range of existing and potential stakeholders
- Engage with a wide range of existing and potential stakeholders to further the agreed targets of the IOSFI
- Manage the IOSFI project to ensure that agreed targets, outcomes and outputs are met, on time and on budget, to agreed auditable standards

- Co-ordinate the preparation, collation and reporting of outputs and outcome data, in accordance with institution and funders if applicable reporting requirements
- Develop and manage project budgets and implementation to maintain expenditure on target
- Provide written and verbal reports to delivery partners and to senior management on project progress, including project reviews, financial reports, business plans, Project Change Documents etc
- Procure goods and services for the project in compliance with procurement guidelines
- Oversee the development, administration and maintenance of the project's client management systems and the customer/stakeholder journey process
- Work with the team and delivery partners to develop and organise events and activities, lead on setting up outreach events to promote the IOSFI through other networks

PLEASE NOTE

Reaseheath is an education establishment within an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.

Person Specification

Post Title: Projects Manager IOSFI

Knowledge, Skills & Experience
<ul style="list-style-type: none"> • First degree in a relevant discipline • Minimum GCSE Grade C English & Maths or equivalent • Formal Project Management qualifications such as APMP, Prince 2 or MSP (desirable)
<ul style="list-style-type: none"> • Detailed knowledge and understanding of the process of preparing, presenting and submitting project progress reports including all relevant KPI • Strong financial skills with experience of managing budgets, budget planning and forecasting and preparing accurate and timely management accounts relevant to the project • Experience of tracking and reporting on Key Performance Indicators • Well-developed understanding of business drivers, new technologies and sector understanding within the food, farming and environmental sciences sector
<ul style="list-style-type: none"> • Successful delivery of projects for educational, local or national Govt • Experience of running projects involving staff from across a wide range of disciplines to deliver to deadlines
<ul style="list-style-type: none"> • Proven ability to meet targets, milestones and contracted outputs and work to deadlines • Highly competent with MS Office applications, notably Word, Excel and PowerPoint • Proven ability to plan, prioritise and organise workload • Proven ability to work with all levels of management within a range of business sectors
<ul style="list-style-type: none"> • Ability to interpret complex guidelines, rules and regulations • Excellent interpersonal and communication skills • Self-motivated and able to work independently and as part of a small team • Strong work ethic and an appetite for helping businesses succeed
<ul style="list-style-type: none"> • Full UK driving license • Some evening work may be required