

Job Description and Person Specification

Job Title:	Project Manager
Responsible to:	Associate Director, Forever Consulting
Hours of work:	Full Time 35 hours per week. Part time hours can be considered.
Salary:	Competitive salary, negotiable dependent on experience
Other terms:	30 days holiday a year plus bank holidays and up to 3 extra days off at Christmas, 7.5% employer contribution to pension scheme

About Forever Consulting

Forever Consulting provides social and economic research and consulting services across the UK and Ireland. We work with public, private and third sector organisations who are looking to achieve true social value through regeneration, development, procurement and public service. We do this by providing robust, independent and evidence-based advice.

Our core service offer includes research, strategy, social and economic impact assessment, evaluation and performance management, community and stakeholder engagement.

We are a trading subsidiary of Forever Manchester. All surpluses from Forever Consulting are reinvested into local grassroots community activity.

About Forever Manchester

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester. We believe that connected communities make stronger, happier communities, so we love any activity that brings people together.

Since Forever Manchester was established in 1989 we have delivered over £53 million into local communities, benefiting 1.2 million people. All of the money raised for Forever Manchester is used to fund and support over 1,000 community projects each year.

Duties

- Oversee delivery of Forever Consulting research projects, drawing on the support of the Project Director, co-workers, sub-consultants and wider Forever Manchester staff as required.
- Plan Forever Consulting team resourcing across portfolio of projects with support of the wider team on a weekly basis.
- Contribute to business development activities as required. This may include support with preparing tenders to win new work, networking and preparing/ attending interview pitches with the team.
- Support own continuing professional development and support wider team to learn and develop.
- Contribute to wider activities of our charity parent, Forever Manchester, as appropriate and depending on workload.

Skills

- Project management skills including planning and delivering projects on time and to budget.
- Research skills including both qualitative and quantitative approaches, including for example:
 - Interviews (face to face and telephone)
 - Focus groups
 - Workshops
 - Survey design and analysis
 - Data analysis
 - Rapid evidence assessments
- Excellent communication skills to include both written and verbal communications. Written deliverables must be clear, concise and written in plain English.
- Good presentation skills for both interview pitches and to present findings for projects to mixed stakeholder groups.
- Client relationship management, for example maintaining regular contact with clients, responding to queries and providing regular progress reports.
- Must be conversant in MS Office Excel, Word and PowerPoint.
- It would be desirable to have experience in GIS, online survey design tools, and online platforms, for example, we use Bang The Table.

Experience/ knowledge required

- Excellent working knowledge of regeneration, economic development and community development in the UK.
- Proven experience of delivering social and economic research assignments for public, third sector and charitable organisations.
- Existing consultancy experience preferred.
- Familiarity with key technical guidance notes is preferred, for example:
 - HM Treasury Green Book;
 - Five Case Model guidance; and
 - HM Treasury Magenta Book.
- Knowledge of the key organisations and policy agendas relevant to the fields of regeneration, economic development and community development.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

Forever Manchester – Our Behaviours

Flexibility

Having flexibility means you are willing to adapt your thinking and behaviour to suit different situations. You see the value of alternative views to issues and are enthusiastic and supportive of change. This includes being able to change your plans quickly in order to react to changing circumstances.

Initiative

Initiative means you are able to anticipate situations and problems, finding appropriate solutions and grasping opportunities. You are able to take appropriate action that potentially adds significant value to Forever Manchester and represents your contribution distinctly.

Passion

Having passion means believing in the organisation and contributing to its' success by setting yourself high standards to work to and striving to exceed your performance objectives in order to achieve quality and excellence in all aspects of your work. Your focus is on getting work right first time, continually checking for accuracy and demonstrating a willingness to tie up loose ends so a task is fully completed.

Sense of Humour

Forever Manchester strives to be a place where people are happy and have FUN! Having a sense of humour supports this ethos and encourages all staff to enjoy their work in a positive and playful manner.

Team Working

A good team player fits in with the team, developing effective and supportive relationships with their colleagues by showing them consideration and creating a sense of team spirit.

Enthusiasm

Having enthusiasm means that you have a positive approach to the work that you do. You are keen to deliver quality work and always undertake your tasks with drive and commitment.