

## Studio for a Community Project Manager

This is a new role, created to deliver the feasibility & construction phases of Cwm Arian Renewable Energy's 'Studio for a Community' project by March 2021, with potential for the role to be extended into a subsequent community development phase.

CARE purchased the Garej y Sgwar site in Hermon in January 2019, having secured funding to develop the site into a 'peaceful space to create' and engage with the community in creative responses to the environment and health. Planning permission has been granted for a straw bale studio building, parking and some green space on the site. However, the high costs of construction of the chosen design combined with a new social and economic landscape due to Covid 19, have led CARE to reconsider how to deliver the project to best effect.

### 1. Role description

**The key tasks and timeline of the Project Manager role are as follows;**

- Explore the feasibility of using Garej y Sgwar site for community benefit, either with a cheaper studio design being used as a multipurpose space (e.g. a local produce store), or developing it as a community car & bike park, EV charge point, solar-powered bus shelter, and wildlife garden. **To be completed by late Aug 2020.**
  - Costing the options
  - Working with other community projects such as [CARE's Growing Better Connections](#) or Helping Halls to scope their capacity for co-funding the work & delivering the refurbishment
- And/or explore the feasibility of using remaining funding to refurbish unused space in an existing community facility to develop a 'peaceful space to create' - a community studio. **To be completed by late Aug 2020.**
  - Consulting with the volunteers running local community facilities to assess their appetite for hosting a community studio development
  - Costing the options & working with other community projects as above
- Work with CARE's Manager & Board to present an alternative project delivery plan & costings to funders. **To be completed by early September 2020.**
- Manage construction phase of the project. **To be completed by 31st March 2021.**
  - Procure services and materials where required
  - Oversee budgets with the help of CARE's Projects Co-Manager
  - Ensure the developments meet planning, building regs and H&S requirements
  - Check on progress & quality of work
- Involve the community in the development where possible **throughout the feasibility & construction phases**, for example by
  - Running volunteer days
  - Organising events for information, consultation or training

Throughout these feasibility & construction phases of the project, the Project Manager will be closely supported by CARE's Projects Co-Manager. Should they wish, the Studio for a Community Project Manager will specifically be supported to seek funding to extend their role to deliver community project(s) using the site(s) developed, should a relevant funding opportunity arise that fits with CARE's constituted aims.

## 2. Job terms

**Contract Duration:** The Project Manager will be required to start as soon as possible; feasibility & construction phases need to be delivered by no later than 31st March 2021, with the timeline outlined in the role description giving key indicator dates for each stage.

**Salary & employment status:** £3,840 fixed rate for the role.

This is the equivalent of 300 hours at CARE's £12.80/hour rate for Managers/Officers. The Project Manager can either become a member of CARE staff with a fixed term and fixed rate contract, or take the role as a self employed person if they prefer.

**Pension & holidays:** CARE has an occupational pension scheme which, if eligible and if choosing to be a CARE employee, the appointed person may enrol into. Statutory paid holiday entitlement is given to all CARE staff (5.6 weeks/year pro rata).

**Working pattern:** There will be flexibility on both sides for the Project Manager to complete the tasks required, taking the needs of both the project and the Project Manager into account. Weekend and evening work may be required to deliver the project, and the Project Manager will be required to meet with CARE's Projects Co-Manager regularly to discuss progress and work together on the development.

**Working location:** There will be the option to work either from home or from offices rented by CARE or a combination of both. There will be some need for the project to be delivered with the Project Manager present 'on site'.

**Equipment:** The Project Manager will be required to use their own IT equipment, mobile phone and work clothing.

## 3. Application Process

**How to apply:** Please send your CV (two pages maximum) and a cover letter (two pages maximum) outlining what you think you can bring to the Studio for a Community project. Croeso i chi geisio trwy gyfrwng y Gymraeg. Email your application to [jess@cwmarian.org.uk](mailto:jess@cwmarian.org.uk)

**Deadline for application:** Monday 6th July 2020, 5pm. We will not be able to accept applications after the deadline.

**Shortlisting:** We will be shortlisting for interview by Tuesday 7th July 2020 and will contact all applicants to inform them of whether or not they've been shortlisted.

**Interview dates:** Interviews will be held on Thursday 9th July either in Canolfan Hermon or Canolfan Clydau (Tegryn). All interviewees will be contacted by Friday 10th July to be informed of the decision.

**Start date:** The job will start on Monday 13th July 2020 if the successful applicant is available, or as soon as possible after that date.