

## Job Description

<b>Role</b>	Project Manager - Civility & Respect Working Group
<b>Reports to</b>	Chief Executive (NALC) for employment purposes and answerable to the Civility and Respect Working Group
<b>Hours of work</b>	22.5 hours per week
<b>Term</b>	15 months fixed term contract with the possibility of extension
<b>Salary</b>	£23,649 plus benefits (£38,890 FTE pro rata)
<b>Location</b>	Mainly home working with occasional requirement to attend face to face meetings and conferences

### Summary

The National Association of Local Councils (NALC), the County Associations of Local Councils and One Voice Wales (OVW), as the membership organisations representing the first tier of local government in England and Wales, and the Society of Local Council Clerks (SLCC) as the professional body representing town, parish and community council clerks and chief officers, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

### Role purpose

- Take ownership of the prompt and effective delivery of the agreed actions of the Working Group
- Manage and coordinate the work of third party providers contracted to deliver individual packages of work
- Provide regular update reports to the working group on resources, finance and progress against objectives
- Communicate the progress of individual initiatives and the overall package of works within and beyond the local council sector
- Administer the functioning of the Working Group

### Key skills

- Project management & delivery
- Strong communications
- Strong organizational and time management
- Ability to work across organisational boundaries and collaborate with a wide range of stakeholders

**Note**

Performance in role will be assessed by the delivery of tangible outcomes of the workstreams it manages.

<p style="text-align: center;"><b>Person specification</b></p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the local (parish, town and community) council sector.</li> <li>• Outstanding project management skills with an ability to plan and deliver multiple concurrent projects to time and budget.</li> <li>• Experience of producing notes, reports and minutes of meetings attended and reports on project progress within agreed time limits.</li> <li>• Excellent organisational skills, with ability to meet tight deadlines and work under pressure.</li> <li>• Ability to communicate at all levels with excellent verbal and written skills.</li> <li>• Ability to engage with and build a positive working relationship with a wide range of stakeholders.</li> <li>• High standard of computer skills and proficiency in Microsoft Office</li> </ul>
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Confident public speaker.</li> <li>• Experience of writing for a wide range of audiences.</li> <li>• Ability to understand and monitor financial information for smaller budgets.</li> </ul>