

Job Description

Job Title:	Project Manager
Reports to:	Operational Manager
Location:	Exeter Office based with Hybrid working
Salary:	£32,453 (1 FTE)
Working Hours	36.25
Term	Permanent

Job Purpose:

The role of Project Manager is intended to be adaptable, to enable Devon Communities Together to respond flexibly to the evolving funding and programme context we work within.

- To work alongside other Devon Communities Together staff to deliver our strategic aims.
- Project Management and frontline delivery of a portfolio of projects.
- To effectively engage communities in community development and regeneration processes (including for example: community led planning, community asset development, enterprise support activities, local government structures etc.)
- Delivery of project contracts 'on brief, on budget, on time'.
- Delivery of small business / charity/ social enterprise advice and support across Devon's communities.
- To represent and promote the work of Devon Communities Together at strategic level with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners and communities.

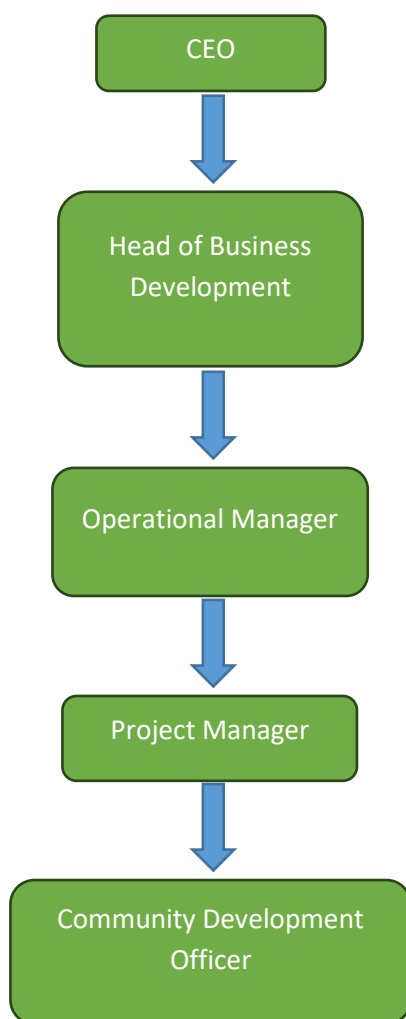
Principle Duties and Responsibilities:

This is a generic description of the range of activities undertaken by Project Managers and not all elements would be included in an individual's work programme.

1. **Delivering our vision:** Working alongside other Devon Communities Together staff and external agencies in order to deliver our vision:
Devon's rural, coastal and market towns and communities are thriving, sustainable and inclusive places to live and work.
2. **Community work and rural development:** To assist communities with community capacity building and the assessment of local need to help foster social and economic regeneration. Including support for Community

- Led Planning, Neighbourhood Planning and Community Facilities (Community Buildings / leisure facilities / community shops etc.)
3. **Small Business / Enterprise support:** To build the capacity of rural and social entrepreneurs and community groups to develop viable business enterprises and collaborative solutions to local needs, directly through the provision of information, support and training.
 4. **Contract Delivery:** To deliver pieces of consultancy work. From designing and quoting to delivering the contract 'on brief, on time and on budget'
 5. **Project Development / Delivery:** To foster, and at times, to take a lead role in developing and front-line delivery of community development and regeneration projects.
 6. **Project Management:** Manage all aspects of project delivery including project budgets.
 7. **Staff Management:** Line management and project delivery management of staff as required.
 8. **Policy & Programmes:** To keep abreast of current issues, trends and developments, locally and nationally, which are relevant to the Job Role and likely to influence the work of Devon Communities Together.
 9. **Representation:** To represent and promote the work of Devon Communities Together with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners and communities including representation on relevant bodies (e.g. Local Strategic Partnerships).
 10. **Technical Support:** To provide technical support to other public and voluntary sector agencies including the development of networks and forums to assist in the delivery of DCT activities.
 11. **All Staff Duties:** To prepare and assist with marketing, reports, articles, and any Devon Communities Together promotional, monitoring and evaluation requirements. To attend staff and other internal meetings of Devon Communities Together as required.
 12. **Other Duties:** To perform other duties relevant to the post as required by DCT Management.

Structure Chart:



Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Management	Extensive Project Management experience including budget management and reportage.	Managing/supervising project staff. Managing community volunteers.	Application form / Interview / on-going performance management/CPD
Experience & Skills	Managing a complex and demanding workload. Proven ability to effectively engage and work with local communities. Development & delivery of presentations and training courses Ability to work on own, organising your time so as to meet the external and internal deadlines Able to multi-task and respond positively to competing workloads Experience of managing information and report writing. Experience of Training Design, Delivery & Evaluation Excellent communication skills, written and spoken	Rural community development experience. Developing and sustaining networks and partnerships Experience in one or more of the following areas: • Delivery of business advice (to small businesses and / or social enterprises). • Community Led Planning (e.g. Neighbourhood Planning) • Community Asset Development (e.g. supporting asset transfer) • Community inspired Health & Wellbeing activities • Drafting project proposals / Negotiating contracts • Social Impact Measurement	Application form / Interview / on-going performance management/CPD

Personal Attributes & Qualities	An ability to work both in a team and on own initiative, as appropriate. A ‘can do’ attitude, highly organised and able to work autonomously. A particular interest and passion for some of the current areas of work identified in Job Description. Ability to relate well to a wide variety of people, to achieve consensus and resolve conflict. A concern for rural communities and the issues they face. Ability to travel around a large county for meetings and willingness to work some unsocial hours, mainly evenings, some weekends.	Ability to stay calm and solution focussed when faced with challenges.	Application form / interview / on-going assessment
Strategic Thinking	To keep abreast of current issues, trends and developments, locally and nationally, likely to influence the work of Devon Communities Together Identify strategic opportunities for DCT	Awareness of relevant agencies, voluntary sector networks and the legislative and policy frameworks. Good local knowledge of Devon, especially rural Devon.	Application form/ interview and on-going assessment

Education and Training	Degree level (or evidence of working at this level).	Project Management trained/qualified. Qualified business / social enterprise advisor (e.g. SFEDI, ILM level 5) or Qualified housing / planning professional	Application form / References /Certificates
Specialist Knowledge	High level of written communication Experience of Dynamics or similar CRM systems Experience of using digital tools effectively to support fundraising, bid writing, donor research, reporting, and stakeholder engagement. Understanding of data protection, confidentiality, and ethical considerations when using digital technologies. Excellent time management Ability to build good relationships Excellent verbal communication and negotiation skills Proven leadership experience and	Ability to use IT design software to develop visually appealing documents Experience using AI-powered tools (e.g., ChatGPT, Microsoft Copilot, Gemini) to support research, funding prospect identification, bid development, content drafting, data analysis, and administrative efficiency. Ability to critically review, fact-check, and edit AI-generated content to ensure accuracy, compliance, and alignment with organisational values. Facilitating/chairing meetings - scheduling meetings Marketing & Communication Skills Monitoring, Evaluation & Impact Assessment Practical delivery of training and of	Application form/ interview and continuous assessment

	ability to motivate others. Ability to present clearly to a variety of audiences - use of appropriate aids and technology.	community involvement and consultation processes. Good local knowledge of Devon including issues for communities living in rural Devon. Developing and sustaining networks and partnerships.	
Equal Opportunities	Understanding and recognition of the principles of equality and diversity and a commitment to equality of opportunity		Application form/ interview and continuous assessment