



PROJECT MANAGER (part time)

21 hours per week

£31,558 pro -rata

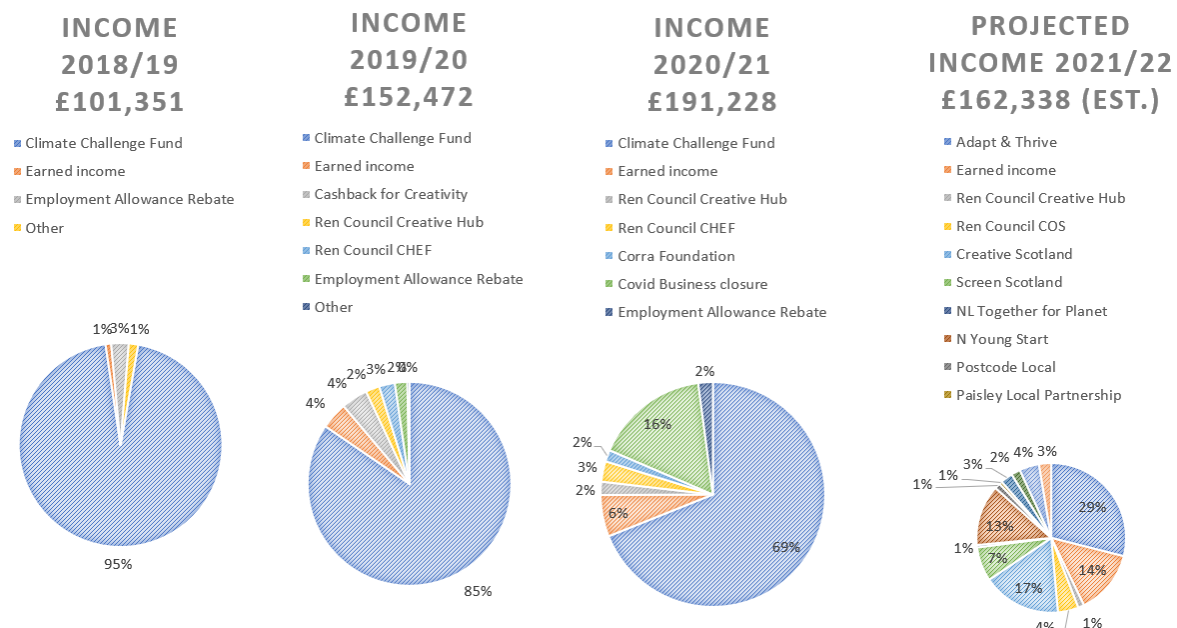
Overview

ReMode is a not-for-profit community interest company. Our purpose is to work with our communities to share creative solutions to the environmental impacts of the fashion and textiles industry. We operate a shop and creative hub on Paisley High Street from where we run our extensive education, events and outreach programme.

Information about current and past projects is available on the [about](#) page of our website and also our [news and blog](#) pages.

Background

ReMode Renfrewshire cic was established in November 2017, having grown out of the Youth Engagement programme of Lochwinnoch-based charity LEAP (local energy action plan). In its first 3 years, ReMode was funded by the Scottish Government’s Climate Challenge Fund. Since March 2021 we have been successful in achieving a mix of grant funding and earned income to allow ReMode to expand staffing levels and maintain a dynamic programme of creative learning for young people and the wider community. This graph shows how our funding has evolved over the last 4 years. Increases in earned income have allowed us to build a prudent and healthy level of reserves.



Funding

Current funding includes

- National Lottery Young Start (until March 2024) for *The Change Room* programme of creative activities for 13 – 25 year olds;
- Volunteer Scotland (until March 2024) for the development of our volunteer programme,
- Community Mental Health & Wellbeing grant for a project with young people - Summer 2022,
- Creative Scotland for a school's film education programme – completion due Autumn 2022
- Creative Scotland Recovery grant for a strategic community engagement & development programme

Our shop is open 5 days per week, and as well as being a significant tool for outreach and sharing our message about sustainability, it provides a contribution to our income. Maximizing this income, whilst balancing the needs of the creative programme is an important part of the Project Manager's role.

We are currently working on funding applications for April 2023 onwards and will expect the new Project Manager to contribute to this work.

Project Manager - Key Duties and Responsibilities

The Project Manager is accountable to the Creative Director for the structural operations involved in the day to day running of ReMode Renfrewshire CIC's programme and activities. Principal duties include:

Finance and fundraising

- Managing company finances appropriately.
 - Work with bookkeeper, accountant and shop manager to establish and maintain effective systems for managing company finances.
 - Ensure spending is appropriate and within established annual and project budgets
 - Prepare and present financial information to the board
 - Liaise with accountant on submission of annual accounts and other statutory obligations
- Identify, develop and manage funding opportunities and income streams
 - Respond to suggestions from the board for funding and income generation.
 - Work with Creative Director on submission of funding applications including preparation of budgets and regular reporting as required by funders.
 - Work with staff team to maximise earned income from the shop and other activities
 - Liaise with key funders and generate reports and financial information as required.

- Work with Creative Director to establish and coordinate the systems for gathering of feedback and evaluation and then report back to funders.

Administration, legal & building management

- Managing ReMode administration systems, processes, policies, and workspace to ensure the successful delivery of core activities and projects for staff, participants, and co-workers.
 - Manage suppliers and service providers including Utilities, Tech, IT, phone systems, Insurance, card processors
 - Establish & maintain effective systems for sharing & storing information
 - Maintain and update company policies
 - Ensure contracts & PVG checks are in place for freelancers, guest sellers, studio leasers
 - Maintain staff time sheets and annual leave allowance records
 - Ensure building is safe, warm and well maintained

Line Management

- Retail and Brand Manager
- Bookkeeper (freelance)

Marketing & Events Management

- Support the planning and coordinate the realisation of all projects and events
- Resource planning in conjunction with Creative Director
- Supervising Retail & Brand Manager in relation to social media content, website updates and creation of email content
- Commission printed publicity material as appropriate

General

- Represent ReMode at local, regional and national levels.
 - Undertake training as required to enhance work related skills.
 - Other associated project activities as and when required.
 - Comply with all ReMode policies including Health & Safety and Child protection.
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Person Specification

Essential Qualities

ORGANISED

- You are good at processing complex information and can work on multiple tasks while staying calm and focused.
- You are a clear-headed decision maker.

- You are organised, methodical and have strong skills in the use of a variety of systems to organise and schedule efficiently.

FLEXIBLE

- You are of a practical but flexible mindset which lends itself well to coming up with solutions to the problems that come your way.
- You can take on-board and use new approaches to doing things.

EXPERIENCED

- You are seasoned and resilient and can make things work in the face of set-backs

Desirable Qualities

PERSONABLE

- You are a good communicator and have great people skills
- You are a supportive co-worker and an approachable representative of our organisation.

ENGAGED

- You are engaged with environmental issues and climate change issues
 - You have an interest in creativity.
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JOB DETAILS

Hours: 21 per week. Usually worked Wednesday – Friday, but we can be flexible for the right candidate. Some evening and weekend work will be required. Time off in lieu will be given.

Salary: £31,558 pro-rotta plus 3% employer pension contribution

Place of work: ReMode, 43b High Street, Paisley PA1 2AH. Some homeworking is possible by arrangement if preferred.

Reporting to : Creative Director

Term of employment: Initial contract will run until the end of March 2023 (*subject to completion of a 3 month probation period*). Renewal is subject to the outcome of funding currently in the pipeline. Based on recent successes we believe funding targets for 2023-26 are achievable.

Application process:

Please submit a CV and covering letter outlining your relevant skills and experience and stating why you believe you are the best candidate for this role.

Email in PDF format to hello@remodeyouth.org by **Tuesday 12th July at 5pm**