



## Project Manager (0.5 FTE)

### ReMode Renfrewshire CIC SC581044 (ReMode Youth)

17.5 hours per week (£15,970 actual salary)

£31,940 FTE pro-rata

## Role Purpose

The Project Manager plays a central leadership role within ReMode Renfrewshire CIC, ensuring the organisation operates effectively while delivering meaningful impact for young people and communities through creativity and sustainability.

This role combines coordinating our various projects, organisational management, funding development and financial supervision within a small, values-driven social enterprise environment. The postholder will work closely with the Board of Directors and staff team to support the sustainability, growth and positive community impact of ReMode's activities.

We are looking for someone who shares our commitment to supporting young people, promoting wellbeing, and exploring sustainable approaches to fashion and textiles.

The role will start the week beginning 4th May 2026 until July 31st 2027. Although the starting date is flexible for the right candidate.

## About ReMode

ReMode Renfrewshire CIC is a community interest company based in Paisley, working with young people and local communities to build confidence, skills and connections through sustainable fashion and textiles activities. Our programmes support wellbeing, reduce isolation, and create pathways into volunteering and training, particularly for those experiencing disadvantage.

We are a small, passionate, and collaborative team who care deeply about the people we support and the impact of our work. This role is ideal for someone who enjoys working in a hands-on environment where every day is different.

# Key Duties and Responsibilities

## 1. Finance and Fundraising

- Work with the bookkeeper and accountant to maintain effective financial systems and records.
- Monitor income and expenditure to ensure activities and projects remain within agreed budgets and funding conditions.
- Prepare financial updates and reports for the Board of Directors.
- Support the preparation and submission of annual accounts and statutory returns.
- Identify, develop and support funding opportunities and income streams in collaboration with the Board.
- Prepare and submit funding applications, including budgets and supporting information.
- Maintain good relationships with funders and ensure timely monitoring and reporting requirements are met.
- Work with staff to gather evaluation information and demonstrate impact to funders.

## 2. Project Management

- Coordinate delivery of ReMode's projects and core activities, ensuring they align with organisational aims and funding requirements.
- Support resource planning, scheduling and logistics for activities and events.
- Contribute to the development of new projects and opportunities in response to our community needs.
- Ensure appropriate monitoring and evaluation systems are in place to demonstrate impact.
- Identify, develop, and manage funding opportunities and income streams
  - Work collaboratively with the ReMode Board to develop income generation and funding opportunities.
  - Support the submission of funding applications including preparation of budgets and regular reporting as required by funders.
  - Liaise with key funders and generate reports and financial information as required.
  - Work with our Creative Assistants to establish and coordinate appropriate systems for gathering feedback and evaluation, and then report back to funders.

## 3. Administration, Governance and Compliance

- Maintain effective organisational and administrative systems, policies, and procedures.
- Manage suppliers, service providers and operational contracts (utilities, IT, insurance, etc).
- Ensure PVG checks, freelance agreements and safeguarding processes are in place.

- Maintain staff records including timesheets and annual leave allowance records.
- Support the Board of Directors with meeting preparation, reporting and governance requirements.

#### **4. Marketing and Events Management**

- Work with the Marketing Assistant to support delivery of the marketing and communications strategy.
- Support staff with website updates, social media content and promotional materials where required.
- Represent ReMode with partners, networks and stakeholders at local or national level.
- Develop positive relationships with community organisations, funders and collaborators.

#### **5. Team Leadership**

Line management of:

- Creative Assistants
- Marketing Assistant
- Freelance Bookkeeper

Responsibilities include:

- Providing support, supervision and guidance
- Encouraging a positive, collaborative team environment
- Supporting staff development where possible

#### **6. General**

- Undertake relevant training and professional development.
- Comply with all organisational policies including Health & Safety and safeguarding.
- Undertake other duties appropriate to the role within a small organisation environment.

## **Person Specification**

### **Essential Experience**

- Experience managing projects or programmes within the third sector, community sector or in a social enterprise
- Experience monitoring budgets and managing financial information
- Experience supporting or preparing funding applications and reports
- Experience coordinating a small team

- Experience working with or supporting staff or volunteers

## Essential Knowledge and Understanding

- Understanding of the challenges facing young people or communities experiencing disadvantage
- Awareness of inclusive approaches to running organisations
- Understanding of safeguarding responsibilities
- Confidence with basic financial information (budgets, tracking expenditure, and reporting)

## Desirable

- Experience working in a social enterprise or Community Interest Company
- Interest in sustainability, textiles, circular economy or creative industries
- Has worked or lived in Renfrewshire before
- Marketing, income generation or partnership development experience

## Personal Qualities

We are looking for someone who is:

- Values driven and motivated by social impact
- Organised, reliable and proactive
- Comfortable working independently and taking initiative
- Collaborative and supportive in their approach to teamwork
- Flexible and willing to adapt within a small organisation
- Positive, encouraging, and respectful in working with young people and colleagues

## How to Apply

Send Libby, our coordinator, an email with your CV and a cover letter (no more than one page) to [hello@remodeyouth.org](mailto:hello@remodeyouth.org). You can also apply by recording a short video or audio message that is 3–5 minutes long.

## Equalities

We are committed to equal opportunities and creating an inclusive environment where everyone feels welcome. If you have any access or support needs, please let us know and we will do our best to support you.