Job Title: Project Manager	**Location:** Shotton Point - sealand	**Salary Band:**
Reports To: Projects Director	**Responsible for:** Project Officers & Stakeholders	**Salary Range:** £33,467 - £35,928 + defined benefits pension)

Purpose of the Role: To manage and grow a Community heritage construction project	
Responsibilities	**Skills / Experience**
Staff management: To support the project team in accordance with the company's systems and procedures and manage performance in order to ensure the individual's deliver within their role and contribute to Enbarr Foundations broader aims and objectives. **Project management and monitoring:** Work with the project teams to ensure projects are delivered in accordance with processes and procedures and deliver against pre-determined objectives included in applications and bids. **Project delivery**: Take overall responsibility for projects, monitoring value for money and ensuring that schemes are delivered on time, to a high quality and handovers are achieved with all the required information supplied to clients, stakeholders and funders. **Corporate governance**: Play an active role as a Manager in order to contribute to the strategic direction of the Organisation and Heritage project **Representing the company**: Adopt a proactive approach in developing external stakeholder relationships in order to promote the organisation and develop its reputation locally and nationally.	**Essential:** • Experience of collaborating with a range of stakeholders with different agenda and priorities. • Experience of managing teams of staff to deliver a range of projects. • Experience of running publicly funded projects • Experience in managing budgets and reporting to funders. • Experience of designing and delivering projects across various sectors. • A knowledge of procurement procedures • Experience of writing detailed reports to funders. • A working knowledge of various funding programmes in Wales and across the border into the Mersey Dee Region • A working knowledge of the region and the various stakeholders that operate across the region. **Desirable:** • Experience of operating performance management systems, including staff appraisals. • Experience of using project management software. • Experience of working in the Heritage, Social and Technological sector e.g. new product development, business and community support, marketing and promotion.

Qualifications		
Essential: • Educated up to degree level or extensive experience in a relevant field.		**Desirable:** • Management qualification • Project management qualification

Characteristics	**Other**	
These describe the characteristics we expect in an individual in this role. • Accountable • Organised • Personable • Creative	A full UK Driving License and access to own car	Yes
	The ability to communicate in Welsh and English	Yes (Level 4 on the language skills guidelines)
	A willingness to travel	Yes
	A willingness to work outside normal working hours	Yes

Teitl y Swydd: Rheolwr Cynlluniau	Lleoliad: Pwynt Shotton - sealand	Band Cyflog:
Yn Adrodd i: Cyfarwyddwr Cynlluniau	Yn Gyfrifol am: Swyddogion Prosiect a Rhanddeiliaid	Ystod Cyflog: £33,467 - £35,928 + pensiwn gyda buddion diffiniedig)

Diben y Swydd: Rheoli a thyfu prosiect adeiladu treftadaeth Gymunedol

Cyfrifoldebau	Sgiliau/Profiad
Rheoli staff: Cefnogi tîm prosiect yn unol â systemau a gweithdrefnau'r cwmni, a rheoli perfformiad er mwyn sicrhau bod unigolion yn cyflawni eu rôl ac yn cyfrannu at nodau ac amcanion ehangach Enbarr Foundation **Rheoli a monitro prosiectau**: Gweithio gyda'r tîm prosiect i sicrhau bod prosiectau'n cael eu darparu yn unol â phrosesau a gweithdrefnau, a chyflawni yn erbyn amcanion a bennwyd ymlaen llaw a nodwyd mewn ceisiadau a bidiau. **Cyflwyno prosiectau**: Cymryd cyfrifoldeb cyffredinol am brosiectau, gan sicrhau gwerth am arian a bod cynlluniau'n cael eu darparu ar amser, i safon uchel a bod yr holl wybodaeth ofynnol yn cael ei rhoi i gleientiaid, rhanddeiliaid a chyllidwyr. **Llywodraethu corfforaethol**: Chwarae rôl weithredol fel Rheolwr er mwyn cyfrannu at gyfeiriad strategol y prosiect Trefniadaeth a Threftadaeth **Cynrychioli'r cwmni**: Mabwysiadu dull rhagweithiol wrth ddatblygu perthnasoedd rhanddeiliaid allanol er mwyn hyrwyddo'r sefydliad a datblygu ei enw da yn lleol ac yn genedlaethol.	**Hanfodol:** • Profiad o weithio gyda ystod eang o randdeiliaid gyda blaenoriaethau gwahanol. • Profiad o reoli tim amrywiol o staff i wireddu ystod o brosiectau. • Profiad o redeg prosiectau mawr a ariannwyd yn gyhoeddus, • Profiad helaeth o reoli cyllidebau ac adrodd i arianwyr. • Gwybodaeth am weithdrefnau caffael • Profiad o lunio a gwireddu cynlluniau. • Gwybodaeth am wahanol raglenni ariannu yng Nghymru • Gwybodaeth ymarferol o raglenni cyllido amrywiol yng Nghymru ac ar draws y ffin i Ranbarth Dyfrdwy Merswy • Y gallu i gyfathrebu yn y Gymraeg a Saesneg i safon uchel, yn ysgrifenedig ac ar lafar. **Dymunol:** • Profiad o weithredu systemau rheoli perfformiad, gan gynnwys gwerthusiadau staff. • Profiad o ddefnyddio meddalwedd rheoli prosiect. • Profiad o weithio yn y sector Treftadaeth, Cymdeithasol a Thechnolegol e.e. datblygu cynnyrch newydd, cefnogi busnes a chymuned, marchnata a hyrwyddo.

Cymwysterau		
Hanfodol: • Addysg hyd at lefel gradd neu profiad helaeth yn y maes.		**Dymunol:** • Cymhwyster rheoli • Cymhwyster rheoli prosiect

Nodweddion	Arall	
Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon. • Atebol • Trefnus • Agos-atoch • Ymroddedig • Creadigol	Trwydded yrru DU lawn a mynediad i gar	Ie
	Y gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg	Ie (Lefel 4 ar y canllawiau iaith)
	Parodrwydd i deithio	Ie
	Parodrwydd i weithio tu allan i oriau gweithio cyffredin	Ie