

## **Project Manager**

### **Overall Objective**

The Project Manager will be responsible for managing the delivery of the Expand Together project. Reporting to the Together Academy CEO, the candidate will plan and track project progress to agreed timelines and budgets. They will work closely with the project team to assist in issue resolution and drive the risk management process. They will be responsible for implementing an outcome measurement framework ensuring project targets are met over the duration of the project.

### **Skills Requirement**

- A relevant recognised third level academic qualification and/or recognition of prior learning through their educational institution.
- 3+ years of project management experience, with strong skills in stakeholder management, project budgeting and planning, project tracking and impact measurement.
- Knowledge of PRINCE2 or other project management methodology.
- Competence in IT systems incl. MS Office, Google Workspace.
- A proven track record in team leadership and excellent organisational skills
- Possess strong verbal and written communications with an attention to detail.
- Self-starter and independently motivated.

### **General Overview of Responsibilities**

- Designing and implementing the appropriate project management standards for the Expand Together project.
- Planning and managing the project
- Managing project risks, including the development of contingency plans.
- Work closely with the project team to identify, manage and address project issues.
- Monitoring overall progress and use of resources, initiating corrective action where necessary
- Applying change control processes
- Reporting through agreed lines on project progress through regular status reports
- Maintaining an awareness of potential interdependencies with other projects and their impact
- Managing project administration including that relating to grant administration and reporting.
- Implementing an output/outcome measurement framework to ensure project targets are met.

### **One year fixed term contract.**

Salary €10,000 pa for 7.5 hours per week.