



Job Description	<b>IS Project Manager</b>
Responsible to	<b>Director</b>
Responsible for	<b>Delivery of the Inspiring Science Project</b>
Liaises with	<b>Technical and Curatorial Manager, Marketing Manager, Education Manager, Finance Officer, and Community Engagement Coordinator.</b>

## **KEY TASKS**

- To be responsible for the on-time, on-budget delivery of the IS project to exacting standards.
- To be responsible for planning, management, coordination and financial control.
- To be responsible for the timely drawdown of funding and progress reporting.

## **SPECIFIC TASKS**

- To develop a detailed project plan that will deliver the project objectives within strict timescales.
- To work with the Finance Officer to ensure timely payment of invoices and drawdown of funding in order to maximise cash flow.
- To liaise with the designer and relevant staff to ensure solutions are appropriate and deliverable within the timescales detailed in the project plan.
- To be responsible for recruiting (through a tendering process) and monitoring sub-contractors, ensuring risk assessments are appropriate and quality guidelines are maintained.
- To work with the Technical and Curatorial Manager to establish the infrastructure requirements and develop a sign-off process for approvals.
- To liaise with the Community Engagement coordinator to ensure that the delivery of community activities align to the timescales for the infrastructure elements and that they deliver the original outputs and outcomes.
- To work with the Marketing Manager to ensure all opportunities to promote Catalyst and this transformational project are exploited to the full.
- To develop and deliver the evaluation framework, awarding the contract through an appropriate tendering process.
- To support the Steering Group and Project Implementation team by arranging meetings and producing reports where appropriate.
- To work with the Director on the staff training programme.

- To support other projects running concurrently to ensure objectives are aligned.
- To consistently promote Catalyst, its aims and objectives at all times.
- To undertake such other duties as will be assigned from time-to time by the Director.

### **Essential Knowledge Skills and Qualifications**

- Experienced project manager with evidence of on-time on-target delivery, financial management and reporting.
- Experience of procurement/purchasing.
- Proven project management, administration and IT skills with high accuracy and attention to detail (contractual small print in particular).
- Confidence in discussing project requirements with all stakeholders with the aim of meeting targets.
- Flexible approach.
- The ability to communicate effectively at all levels internally and externally.
- Ability to organise own workload; work under pressure and to deadlines.
- Hold a full UK driving license and have own transport.

### **Desirable Knowledge Skills and Qualifications**

- Relevant experience in the science based industries and/or science education.
- Understanding and knowledge of Science Discovery Centres and/or other not-for-profit organisations.
- Delivery of funded projects including those funded by the government.

### **Remuneration**

Fixed fee of £38,000 over two years commencing September 2018.