



# Greener and Cleaner Gift Bags Project- Project Lead role

**JOB TITLE:** Project Lead

**CLOSING DATE:** Wednesday 20<sup>th</sup> April (however we will be shortlisting as we go and may close the advert early)

**SALARY:** £300 per day, 0.5 days per week over 26 weeks to September 2022. 13 full days in total.

**CONTRACT TYPE:** Contractor

**SECTION:** Project Delivery

**LOCATION:** Working from home in the main with requirement to attend online meetings and potentially to support in person at events across the Borough of Bromley

**RESPONSIBLE FOR:** Project managing the delivery of Gift Bag workshops across the Borough of Bromley, supporting with the delivery of the workshops and ensuring completion of the project within time and budget with outcomes and reporting.

## **ABOUT THE CHARITY:**

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

## **ABOUT THE CONTRACTOR ROLE:**

Greener and Cleaner (G&C) are looking for a Project Lead to help plan and implement a recently funded workshop project re-using fabrics and teaching sewing skills to deliver re-useable gift bags across the Borough. The Project Lead will set-up, manage and effectively report on outcomes of the 26 workshops which are due to take place in the Borough of Bromley from April to September 2022. The temporary contractor will be a sole trader or Limited Company outside IR35, on standard G&C terms (with contract allowing for future re-

engagement for similar services if both parties are amenable by addition of an additional Schedule of Work).

#### **DUTIES:**

- Creating the project plan with the Senior Leadership Team with a 2 week turnaround time.
- Maintaining and continued running of the project plan ensuring it is always current/updated.
- Defining the deliverables and ownership of each item, ensuring this is clearly communicated.
- Tracking spend against budget
- Reporting progress on the project deliverables.
- Obtaining and actioning updates from other members of the project team
- Supporting with social media, logistics, data gathering etc, once initial templates are created and in place
- Ensuring the project is complete with a lesson learning exercise and an outcomes report.

#### **PERSON SPECIFICATION:**

- Will have some experience in project management, operational management, or event planning.
- Committed to supporting the Charity to achieve its aims around normalising environmentally supportive behaviours in our community
- Very well organised
- Aware of project management techniques and tools and able to set these up (right sized to our project, not overly onerous)
- Able to work autonomously on a day to day basis and report progress against project deliverables to the Senior Leadership Team
- Confident communicating with people verbally and in writing and getting agreement from a range of individuals in short windows of time
- Willing to lend a hand to get things over the line
- Confident working with Google Docs and Google Drive (or quickly able to pick up new technologies)

Please note that the role is not just managing the project to time and budget but also supporting with the delivery of tasks on the plan and liaising with the leaders/support staff for the workshops.

**Please note: The contractor will be subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.**

If you think you might be interested and meet most of our requirements, please send a summary of experience or CV to [gcbbjobs@gmail.com](mailto:gcbbjobs@gmail.com) to express an interest.