**PROJECT MANAGER - ROLE DESCRIPTION**

**Reports To:** ICBAN Chief Executive

**Responsible For:** Self and Caseload

**Key Relationships:** ICBAN colleagues, ICBAN Board members, member Council officials, project partners, regional stakeholders and representatives of funding agencies

**Main Purpose of Role:**

The Project Manager will be responsible for co-ordinating the delivery of a number of funded projects, (including some recently supported under the PEACEPLUS programme), and involving the promotion, monitoring and reporting functions, thus ensuring set outcomes and results are delivered.

To also identify opportunities and develop creative and novel solutions that address priority regional needs, and steer new project concepts through to reality.

**MAIN DUTIES AND RESPONSIBILITIES**

**Project Management**

1. Coordinate the implementation of ICBAN’s assigned project responsibilities, in which the organisation is involved as a Lead Partner or Project Partner, thus ensuring that all assigned undertakings and targets are adequately addressed and surpassed.
2. Effectively fulfil ICBAN’s role in leading, managing and motivating Project Partners, and in providing developmental support and guidance.
3. Maintain robust standards of governance and compliance to maintain the reputation of the organisation as a model of best practice in cross-border development.
4. Monitor and evaluate the delivery of activities and outcomes of assigned projects against targets, in line with their agreed aims and objectives (financial and non-financial).
5. Monitor expenditure against project budgets and work with Project Partners on resolving any variances, and managing related modifications requests to funders
6. Input into the communication requirements of the project caseload and pipeline, to help ensure that messages are appropriately delivered and objectives achieved.
7. Coordinate and prepare regular reports for ICBAN CEO / Management Board, project structures, funders and others as required.
8. Support lobbying activities, representations and consultation responses through the provision of sound research and well-articulated concepts, arguments and presentations.

**Innovation and Development**

1. Create and develop novel solutions and approaches to cross-border challenges.
2. Identify best practice and opportunities, through scouting, networking, media monitoring, market research and benchmarking.
3. Lead, coordinate and deliver on new regional initiatives through the stages of initiation, research and development, and ultimately towards submissions for support.

**Other**

1. Undertake any other duties, within the postholder’s competence necessary to meet the delivery of organisational objectives.

### **TERMS OF SERVICE:**

**Hours of work:** 35 hours per week

**Salary Band :** PO1 Scale point**: (SP 27 £37,035 – SP 30 £39,513 – review pending)**