

PROJECT MANAGER FOR HEADINGTON NEIGHBOURHOOD PLAN V1

Preparation of Headington Neighbourhood Plan has commenced and is programmed for completion and presentation for a community referendum to be held in May 2015. Headington Action is acting as sponsor for the Plan and is seeking the services of a project manager to manage the preparation of the Plan so as to achieve the above deadline. The project manager will act as a self-employed contractor to Headington Action.

Applicants should have the qualifications, skills and experience necessary to manage and deliver a complex project which will involve working with voluntary workers, community groups and the public, institutions and commercial organisations and other interested parties in the Plan area. These should include familiarity with community planning processes and issues, good communication and presentational skills and the ability to deliver work on time and to a high standard.

The key tasks include

- (1) Preparation and implementation of a project plan covering the key activities required to deliver the Plan on time and in compliance with the statutory guidance and requirements of Oxford City Council.
- (2) Achieving the project plan milestones in association with the Plan working groups.
- (3) Involving the local community in the development of the Plan through a process of consultation.
- (4) Providing monthly reports to ISG on progress with the Plan and other contract matters.
- (5) Producing parts of the Plan document in consultation with the ISG.
- (6) Seeking additional sources of funding for the Plan

It is estimated that the completion of the key tasks will require an average of 15 hours/week which will be paid at a rate of £10/hour. The maximum payable under the contract will be £7,500.

Applicants should forward their cv and a covering letter summarising how they would complete the key tasks to: Liz Grosvenor, Secretary to Headington Action, 15 Lime Walk, Headington, Oxford. OX3 7AB, or email to: headington.action@gmail.com by 5pm Friday 7th March.

Further details of the Headington Neighbourhood Plan are available at headingtonplan.org.uk.