

1. Background

Preparation of Headington Neighbourhood Plan (“the Plan”) has commenced and is programmed for completion and presentation for a community referendum to be held in May 2015. A Neighbourhood Forum has been formed, a Constitution has been approved and the boundaries of the Plan have been identified and are awaiting ratification by the Oxford City Council. For further details refer to headingtonplan.org.uk. Details of neighbourhood planning can be found on government and other websites, including <http://mycommunityrights.org.uk/neighbourhood-planning/>.

2. The Project Manager

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. 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.

3. The Contract

A. The project manager will act as a contractor [“The Contractor”] for Headington Action, the contract will be between the project manager and Headington Action (HA). The contract will be managed for HA by the Chair of the Interim Steering Group (“the ISG”) acting as contract manager.

B. The starting date is 1st March (or as near as possible) for a period of twelve months. The contract may be terminated by the provision of two weeks notice in writing by either party.

C. Any part of the contract may be sub-contracted provided it has the prior approval in writing of the Contract Manager.

D. The Contractor shall provide IT and other equipment necessary to complete the contract.

E. The Contractor shall be responsible for all tax and national insurance on payments made to them under this contract.

F. The Contractor shall provide public liability insurance to indemnify Headington Action against all claims arising from her/his work under this contract.

G. 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.

H. The Contractor shall submit weekly timesheets and detailed monthly invoices for payment to the contract manager. Invoices shall be paid within ten working days.

I. The contractor shall be free to work where and when desired provided such choices are in furtherance of achievement of key tasks.

J. Essential travel and material costs will be refunded on the basis of receipts as agreed by the ISG.

The key tasks are:

(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
 - (7) Other tasks as agreed from time to time by the ISG.
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