



**Job title: Lady Haig Poppy Factory Project Manager**

**Region: Scotland**

**Location: Edinburgh**

**Contract: 12-month FTC, 3 days per week (0.6 FTE) post £30,000, pro rata = £18,000**

**Salary: £30,000, pro rata = £18,000**

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We have an exciting opportunity for a Project Manager to take the lead on a major project and additionally to be the local coordinator of Facilities Management and Health & Safety for both Poppyscotland and Lady Haig Poppy Factory.

You will be the project manager responsible for the planning and implementation of all aspects of the major project. This will include main POC with manufacturers, delivery of all enabling works and engagement in other areas of resultant reorganisation, while working with the rest of the team to ensure full delivery of business as usual.

If successful, you will:

- Be the project manager for the project
- Support the LHPF manager and deputise for him as required
- Work with the History and Heritage team to develop the overall visitor experience programme including the selection and training of tour guides and lecturers
- Manage all aspects of the new group retail unit located within the factory
- Work in conjunction with the LHPF manager to deliver associated operational changes as required

Poppyscotland provides life-changing support to our Armed Forces community which includes those who have served, those still serving, and their families. At times of crisis and need we offer them vital advice, assistance and funding.

As an inclusive employer, we welcome conversations on flexible working and any reasonable adjustments that may be required.

### **Diversity Statement**

We believe that the compassion, understanding and service we show each, and every individual customer should be reflected in the way we all support, respect and include every individual who works with us.

### **Apply**

To apply please email your CV along with a covering letter to [recruitment@poppyscotland.org.uk](mailto:recruitment@poppyscotland.org.uk) by 1700hrs on Monday 16<sup>th</sup> May 2022.

Interviews will take place at the Lady Haig Poppy Factory in Edinburgh on Monday 23<sup>rd</sup> May 2022..

If you have not been contacted within 2 weeks of the closing date you may conclude that you have not been short-listed for interview. As a charity we are unable to respond to all applications received due to the costs involved.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
<b>QUALIFICATIONS</b>		
NEBOSH / IOSH or equivalent Health & Safety qualification	D	Application
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
Experience of people management	E	Application / Interview
Experience of managing projects	E	Application / Interview
Experience of budgeting and financial management	E	Application / Interview
Experience of managing stakeholders / third parties / contractors, to achieve a common goal	E	Application / Interview
Facilities management experience	E	Application / Interview
Health & Safety experience	E	Application / Interview
Experience of risk management	E	Application / Interview
Experience of people management	E	Application / Interview
<b>SHARED VALUES AND BEHAVIOURS</b>		
<p><b>Service</b> We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p><b>Collaboration</b> We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p><b>Passion</b> We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>

<p><b>Excellence</b> We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p> <p><b>Valuing our People</b> We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		<p>Interview</p> <p>Interview</p>
<b>SKILLS &amp; ATTRIBUTES</b>		
Proficient in Microsoft Office 365	E	Application / Interview
Stakeholder management – ability to engage effectively with a range of audiences	E	Application / Interview
Effective financial management skills, including budgeting / cost forecasting, purchase order management, invoice and expenditure tracking	E	Application / Interview
Ability to communicate effectively both verbally and in writing	E	Application / Interview
Effective interpersonal skills – able to engage effectively with a range of audiences	E	Application / Interview
Strong planning and organisational skills with the ability to work effectively under pressure	E	Application / Interview
Strong team player able to work effectively with diverse groups	E	Application / Interview
Proactive self-starter, able to use own discretion and work unsupervised	E	Application / Interview
Professionalism, discretion and sound judgement	E	Application / Interview
Empathy with mission, objectives and values of Poppyscotland and Lady Haig Poppy Factory	D	Application / Interview