

# Glasgow Canal Coop

## GLASGOW CANAL CO-OP PROJECT MANAGER

### Role title - Glasgow Canal Coop - Project Manager

- Responsible to - Glasgow Canal Coop Directors, with input from funders - Glasgow City Council and Scottish Enterprise.
- Fixed-term freelance contract - March 2019 - March 2021 (with possibility of extension subject to securing funding)

Salary - £28-£34,000 pro rata (depending on experience)/ 4 days per week

### Outline of role:

The Glasgow Canal Coop was established in Feb 2018 as a collaborative initiative to enhance the canal corridor between Port Dundas and Firhill in north Glasgow. Our aim is to create a vibrant neighbourhood for people to live, work and visit. Funding has now been secured from Scottish Enterprise and Heritage Lottery Fund to hire a motivated and proactive Project Manager to coordinate, develop and deliver against the key actions to support the overall objective of strengthening the canal corridor as a creative and active place.

### Key skills:

- Personable and approachable - experience of working with local organisations to build on established networks and grow opportunities for collaboration, and connect local activity with strategic opportunities
- Pro-active and self-motivated - Glasgow Canal Coop is in a very early stage of organisational development and we are seeking someone who can drive the project forward with vision and confidence.
- Entrepreneurial - during two-year contract we seek new business ideas to be developed and market tested to demonstrate a clear plan of how the cooperative can grow into a sustainable enterprise.
- Established strategic links and connections - proven track record of working at a strategic level, engaging with industry, development agencies and funders.

### Responsibilities:

#### **Local capacity building**

- Learning and capacity building programme - organise, promote and deliver an engaging programme of capacity building workshops. These should support local organisations to grow capacity and skills.
- Create new offers, experiences and products - working with local organisations consider opportunities to utilise local assets, facilities and skills to create new offers and income streams that complements existing resources and celebrate local cultural heritage

#### **Events**

- Local ideas and events fund - the project manager will work with Glasgow City Council and other partners to help shape, promote and develop opportunities for local organisations to access funds and deliver events through the local ideas and events fund (supported through the HLF funding).
- Support development of Glasgow Canal Festival - working with the festival producer, support the development of the festival and wider year-long engagement activity.
- Flagship event for 2020 - as part of year of coasts and waterways the coop aims to deliver a flagship event and activity to celebrate the location as a unique destination in Glasgow and Scotland. The project manager will work closely with the festival producer and other key Canal partners to devise, develop and deliver this project (including seeking and securing delivery funding).

## **Future sustainability of the Coop**

- Develop a sustainable business plan for cooperative – deliver against the coop action plan (being developed by coop directors and membership between Jan – March). The role of the Project Manager will be to realise these objectives with the aim of develop sustainable model that can develop and grown once the funding is concluded in December 2020
- Fund raising – seek potential funds and business opportunities that can be applied for to deliver activity to further the coop objectives

## **Communications**

- Coop Membership engagement – connect with existing coop members and partners to understand interests and objectives of local organisations and how role can best shape and support common interests
- Meetings – organise, host and minute bi-monthly coop meetings to ensure there are opportunities for all members to have opportunities to contribute to ongoing plans and keep up to date with developments
- Website and social media – maintain, develop and grow Glasgow Canal Project website and related social channels to promote local activity, opportunities and partner events
- Future opportunities – help promote and coordinate opportunities available to coop members, partners and wider audiences – for example competitions, tenders, commissions etc
- Develop strategic partnerships – working with local, citywide and national agencies there should be a focus on strategic development of the cooperative objectives and ensuring there are productive relationships established and maintained at a strategic level

## **Administration, evaluation and reporting**

- Finance management – oversee budgets, invoicing and payments on behalf of the coop in relationship to the associated projects
- Evaluation and reporting – ensure all relevant information that is required from funders (HLF / TDDF / SE) is captured and presented in a timely manner
- Oversee administration of the coop – this can be delivered or delegated, depending on budgets

## **Contract details:**

Time – contract is for 4 days per week. How these days are structured in flexible and we anticipate there might be a requirement for work in the evening and/or weekends – i.e. to attend or deliver events.

Contract – this will be a fixed-term freelance contract for 24 months. Payment will be made monthly on receipt of invoice.

Place of work – there will be a desk space provided at The Whisky Bond, 2 Dawson Road, G4 9SS – which is located next to the canal. There will also be opportunities to use meeting room facilities in Scottish Enterprise offices, if required.

For more information about the Co-op, please see our website ([www.glasgowcanalproject.com](http://www.glasgowcanalproject.com)) job opportunity page or download the pdf [here](#).

## **Recruitment process:**

Please send a CV and 1 page cover letter to [hello@glasgowcanalproject.com](mailto:hello@glasgowcanalproject.com) by **9am Monday 25th of February**.

Interviews will take place on **28th February & 1st of March**. All interviewees will be asked to make a short presentation followed by questions from the interview panel.