

Greater Manchester Consortium of Credit Unions – known as GMCU

Project Delivery Manager

Job description

Contract Period

For 24 months (fixed term) to start as soon as possible. Three months probationary review.
Extension of contract dependent on future funding.

Hours

37.5 hours per week worked flexibly - some evening and on rare occasion weekend work may be required for which time off in lieu will be given.

Salary

£37,500 p.a.

Employer

Salford Credit Union, Brotherton House, 1 Loganberry Avenue, Salford M6 5UX, on behalf of the Consortium of Credit Unions for Greater Manchester. Day to day line management will be via Salford Credit Union CEO, Mark Brazendale. Accountability will be to the Consortium.

Place of Work

The Project Delivery Manager will be based at the Salford Credit Union office. The Project Delivery Manager may be required to work from a variety of locations at Credit Unions across Greater Manchester This will be reviewed after three months.

Purpose

The Consortium has been formed to increase the reach, impact and benefits of Credit Unions through improved collaboration and harnessing additional resources. This role will support the effective working of the Consortium, help promote its work to stakeholders and manage the delivery of Consortium projects. Particular focus will be on the following:

- development, promotion and review of the collective loan product offering
- promoting awareness of the work of the Consortium and wider Credit Union benefits generally
- development of the governance structure
- growth in depth of reciprocal stakeholder relationships
- development of shared services vehicle

Key responsibilities

- Build knowledge of the constituent Credit Unions and the objectives of the Consortium.
- Build and maintain knowledge of the Credit Union sector and the key developments, issues and opportunities
- Build and maintain knowledge of Consortium processes and working relationships, acting as an advocate and source of information for stakeholders.
- Lead on maintaining Soundpound marketing, branding, website and social media and work alongside credit union marketing leads in the promotion of the Consortium and its products.
- Develop and deliver a project management approach for the range of current, planned and future Consortium projects ensuring cost, quality and time objectives are met. This will include managing consistent delivery, monitoring, review and evaluation of projects.

- Support individual Credit Unions with project implementation, including systems and software development.
- Use your contract management skills to develop and maintain stakeholder relationships with local and national partners. Support ongoing administration of Consortium business, including organising and minuting regular business meetings and facilitating effective communications across the Consortium.
- Secretariat support for the Chair of the Consortium and all related Consortium meetings
- Support the effective delivery of Soundpound products across the Consortium.
- Promote collaboration within the Consortium and with partner organisations.
- Represent the Consortium as required on partnership business and act as an initial point of contact.
- Input into bid writing; preparation of research, analysis and reports.
- Be proactive in building sustainability into the organisation.
- Any other duties consistent with this role as directed by the line manager.

Person Specification

The post holder will need to demonstrate that they have the following skills, experience and qualities:

Essential Criteria

1. Project management skills and potential
2. Excellent level of IT literacy and competence
3. Ability to write in a clear, accurate and convincing way for a range of audiences
4. Ability to make effective presentations including to senior stakeholders
5. Skills and potential in effective relationship building and management with stakeholders
6. Skills and potential in handling complex business and confidential information both internally and externally
7. Ability to work within tight deadlines with conflicting and competing demands
8. Ability to work independently with limited supervision
9. Basic research and analysis skills
10. Ability to work proactively and flexibly as part of the wider Consortium team, supporting others and responding to business needs where necessary
11. Socially confident and assertive and able to work well with colleagues.

Desirable Criteria

1. Project management experience within a relevant sector, including financial services, housing, local government or other public policy related fields. Demonstrable track record of delivery.
2. Direct or indirect experience of Credit Union services and their positioning within UK communities
3. Experience of delivering financial services
4. Understanding of the principles of Social Value
5. Experience of managing digital transformation of services
6. Well-developed political awareness within a regional and national context
7. Track record in successful bid writing and resource procurement
8. Project management qualification

Qualifications

1. Educated to degree level or equivalent (can include practical experience)

Special requirements

1. Work within the vision and ethos of Credit Union Objects and Co-operative principles
2. Opportunity to join Salford Credit Union
3. Work in accordance with all relevant legislation
4. Able to maintain strict confidentiality
5. Satisfactory credit check
6. Not subject to bankruptcy order, IVA or DRO
7. Engage in any training and development identified
8. Required to travel across Greater Manchester and occasionally further afield

GMCU Offers

- 25 days Annual Leave plus Bank holidays increasing by 1 day per year to a maximum of 28.
- 3 % Employers pension contributions

