# Interreg PONToon Project Manager

| | |
|---|---|
| Employment Type: | Fixed term contract to 31 October 2020. |
| Employment Basis: | Full-time |
| Salary: | £27,000 - £30,000 per annum |
| Responsible to: | Janus Howard, Managing Director |
| Closing date for applications: | noon on 7th November 2017. Please email your CV and covering letter to diane@digitalpeninsula.com |

---

## ROLE DESCRIPTION

Interreg PONToon Project Manager based at Digital Peninsula Network Ltd, Penzance.

### Job Purpose:

The post holder will be required to project manage the successful operation and delivery of the Interreg PONToon project at Digital Peninsula Network Ltd.

S/he is responsible for ensuring that the project progresses to plan ensuring that the targets are met i.e. within the planned timescales, cost and parameters set for each stage within the project as a whole.

Digital Peninsula Network
1 & 2 Old Brewery Yard, Penzance, Cornwall, TR18 2SL, UK
tel: +44 (0)1736 333 700 / fax: +44 (0)1736 366 700
janus@digitalpeninsula.com / www.digitalpeninsula.com
Company Limited By Guarantee, Company Number: 04143823

## Responsibilities:

1. To be responsible for the day to day operation of the Interreg PONToon project within Digital Peninsula Network Ltd.

2. To work with the Managing Director, to manage, coordinate and monitor the successful implementation of the project on behalf of DPN.

3. To engage beneficiaries, stakeholders and businesses in the project and organise high quality activities in line with the project brief.

4. To work with the Managing Director and Finance Officer to manage the delivery and financial monitoring systems for the project including budget forecasts, claims and record management.

5. To work with the Finance Officer to ensure that DPN Financial Regulations, policies and procedures are followed at all times.

6. To liaise with the Managing Director of DPN to ensure that the project complies with all financial and non-financial obligations required by the Interreg programme, Joint Technical Secretariat and EU.

7. In liaison with the Managing Director of DPN to ensure compliance with audit requirements at all levels including ensuring project records are gathered and retained to the standards required by the EU and UK auditors.

8. To monitor and evaluate progress of the project and report it to the Managing Director and lead partner.

9. To produce reports and updates as required by the Managing Director and lead partner.

10. To act as a DPN liaison for the PONToon project.

11. To manage communications with partners and participate at project events.

Digital Peninsula Network
1 & 2 Old Brewery Yard, Penzance, Cornwall, TR18 2SL, UK
tel: +44 (0)1736 333 700 / fax: +44 (0)1736 366 700
janus@digitalpeninsula.com / www.digitalpeninsula.com
Company Limited By Guarantee, Company Number: 04143823

Interreg France ( Channel Manche ) England
PONtoon
European Regional Development Fund

digital peninsula network

## PERSON SPECIFICATION

### Method of Assessment (MOA)

Application Form (AF) Interview (I)

| | **ESSENTIAL** | **Method of Assessment** |
|---|---|---|
| **Education / Qualifications** | Educated to degree level or higher, or equivalent relevant experience | AF, I |
| **Experience** | Strong organisational and administrative skills | AF, I |
| | Successful experience in interpreting and applying complex guidance and regulations in a programme/project management environment | AF, I |
| | Excellent record keeping skills | AF, I |
| **Aptitudes and Skills** | Good knowledge and understanding of project management and monitoring processes | AF, I |
| | Good IT skills including Excel spreadsheets and familiarity with IT based project management systems | AF, I |
| | Excellent communication skills to enable effective communication with a wide range of audiences and stakeholders | AF, I |
| | Ability to manage complex projects, assessing and taking account of known risks, able to adapt to changes and problems along the way | AF, I |
| | Excellent literacy and numeracy skills | AF, I |
| | Ability to work with a high degree of autonomy and prioritise tasks without the need for extensive supervision | AF, I |
| | Ability to produce consistently accurate work to tight timescales | AF, I |
| | High degree of accuracy and attention to detail | AF, I |
| | Ability to initiate work and respond to demands | AF, I |
| | Ability to build and maintain professional relationships with individuals and organisations at all levels | AF, I |
| | Ability to work independently as well as part of a productive team | AF, I |

Digital Peninsula Network
1 & 2 Old Brewery Yard, Penzance, Cornwall, TR18 2SL, UK
tel: +44 (0)1736 333 700 / fax: +44 (0)1736 366 700
janus@digitalpeninsula.com / www.digitalpeninsula.com
Company Limited By Guarantee, Company Number: 04143823

| | | |
|---|---|---|
| **Training and Development** | Must be willing to update knowledge of Interreg systems and funding regulations ongoingly | AF, I |
| **Other** | Must be willing to travel overseas occasionally (Europe) | AF, I |
| | **DESIRABLE** | **Method of Assessment** |
| **Education / Qualifications** | Project management qualification | AF |
| | Full Driving Licence | AF, I |
| **Experience** | Proven experience in monitoring project performance and financial expenditure | AF, I |
| | Prior management of projects under the EU Interreg funding programme | AF, I |
| | Preparation of projects for audit and management of relationships with auditors | AF, I |
| **Aptitudes / Skills** | Ability to speak and communicate in French and English | AF |
| | Ability to think creatively when problem solving | AF, I |
| | Ability to deal diplomatically with issues and people | AF, I |

## TERMS AND CONDITIONS OF THE APPOINTMENT

Term: This post is fixed-term to 31 October 2020.

Hours of Work: Full-time, 37.5 hours per week. There will be a need for flexibility regarding the actual hours worked, in order that the duties of the post may be carried out effectively.

Holiday Entitlement: 22 days per annum in addition to public bank holidays. In addition, DPN normally closes for two weeks over the Christmas/New Year period and this is provided in addition to the normal allocated holiday entitlement.

Pension: DPN offers all eligible employees to join the NEST workplace pension scheme.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining DPN.

The successful applicant will be required to produce their passport or full birth certificate and any other 'Right to Work' information prior to starting work at DPN.

DPN is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

DPN is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.

Digital Peninsula Network
1 & 2 Old Brewery Yard, Penzance, Cornwall, TR18 2SL, UK
tel: +44 (0)1736 333 700 / fax: +44 (0)1736 366 700
janus@digitalpeninsula.com / www.digitalpeninsula.com
Company Limited By Guarantee, Company Number: 04143823