Project Manager Job Description

WEECAS- Women for Economic Empowerment and Climate Action in Satkhira

An exciting and unique role within Gaia Education (GE) thriving Project-Based Learning (PBL) division. GE is looking for a highly skilled project manager to join the talented and diverse team either in our Summerhall Edinburgh office or at Findhorn.

Our PBL team provides a vital service for a range of international development projects, many of which are funded through the Scottish or UK Government as part of the UK’s international development aid programme.

The work we do is complex and often breaks new ground in terms of social, ecologic and economic regeneration. It influences the welfare of communities, in particular women, by addressing global challenges at local level. We’re lucky to be able to make a difference and are proud that our systems thinking, participatory approaches can help alleviate these difficulties.

Your Role

Although primarily based in Edinburgh or Findhorn, this role will allow you to observe first-hand the impact of your work in particular in Bangladesh. Working in partnership with partner organisations, the project manager role will involve interacting with BASD team based in Dhaka and Satkhira.

As a project manager, you will take responsibility for preparation, submission and ongoing management of all non-technical, contractual and project monitoring documentation. This will include quarterly reports to the donor, project logistical framework (logframe), monitoring, evaluation and learning plan, risk register, workplan, monthly management reports, preparation of milestone schedules, progress against indicators, financial statements, asset register and safeguarding action plan.

You will organise the set-up of work plans and associated milestones/deliverables on our project management, and work to ensure that key milestones are delivered on time and on budget.

Additionally, you will operate a strong link of communication with the CFO to review and approve project related spend, and the monthly project accounts. It will be your responsibility to ensure that project costs are controlled effectively and forecasted gross expenditures are attained.

A key element of your role will be the liaison with the in-country team, and you will make plans for resource management, value for money, budgeting and team structures for individual work packages. For all work you are involved with, you must be unceasingly vigilant in identifying and mitigating issues and performance risk.
You will also establish a strong relationship with the UK Aid fund management team to support with the delivery of the project.

More than anything, this is a team role. Day to day, you will be learning, assisting and interacting with the CIO, CFO, and Bangladesh delivery partners- Bangladesh Association for Sustainable Development- BASD. You will facilitate and engage in regular meetings, and continuously combine and collaborate with our energetic and prosperous team.

You will work in strategic collaboration with BASD to ensure that aims and deliverables of project match those proposed by the project (i.e. monitoring scope shift). You will keep a high level overview of the project and hold BASD accountable where necessary.

You will be required to travel to Bangladesh once per year over the course of the project (covid-19 allowing).

Market linkage opportunities may arise over the course of the project and you will be key to facilitate this process to ensure the best possible outcome for the project beneficiaries.

Additional to market linkage opportunities it will be important to approach the project with the mind-set of sustainability which measures all activities on how they are establishing the beneficiaries to continue after the project ends.

Communications and advocacy are important to all Gaia Education projects and you will be engaging with the Gaia Education communications and BASD teams to disseminate and showcase the good work happening throughout the project.

Monitoring, evaluation and learning is key to the betterment and reporting of the project and will be an integral part of the project management role.

Safeguarding is an important aspect of international development projects and you would be expected to hold a safeguarding focus for the project in collaboration with the Gaia Education and in-country teams.

Apply by 1st December 2020 via europeanprojects@gaiaeducation.org
Include CV with two references and letter of intention.
Part-time position with a remuneration of £500 per calendar month