



CoAction West Cork provides quality services to support children and adults with an intellectual disability, and children with autism.

Project Manager (Grade VII)

Based in Bantry

Fixed Term Contract – 12 months

37 hours per week

CoAction West Cork are looking for a Project Manager to supervise, plan and follow the progression of Capital, IT and Admin projects to ensure efficient and effective utilization of resources to support the overall service delivery of CoAction within West Cork.

For full position details and job description or for details on submitting an application please visit our website

www.coaction.ie or you can email hadmin@coaction.ie

Closing date for receipt of applications:

Monday 6th December 2021

CoAction West Cork is an equal opportunity employer

Project Manager Job Description

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the CEO. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

Contract: 12 months Fixed Term Contract
Reporting to: CEO
Base: Bantry

Overall Purpose of Position

Responsible for the planning and progression of Capital, IT and Admin projects to ensure efficient and effective utilization of resources to support the overall service delivery of CoAction within West Cork.

Duties and Responsibilities

Main Responsibilities

- Continuous liaison with CEO in relation to identified projects
- Managing projects currently underway and plan for completion
- Defining project objectives, project scope, roles and responsibilities
- Leading project planning meetings
- Outlining projects based on requirements and tracking cost to deliver projects on budget
- Preparing a detailed project plan to schedule key project milestones, workstreams and activities
- Defining resource requirements and managing resource availability and allocation - both internal and 3rd party
- Managing the delivery of projects according to this plan
- Tracking projects and providing regular progress reports to key stakeholders
- Conducting project reviews and creating detailed reports for CEO and relevant stakeholders
- Managing and adjusting for any changes in project scope schedule and or budget
- Identifying and mitigating potential risks
- Managing the relationships and communication with all stakeholders to ensure projects are delivered to satisfaction
- Coordination of internal and external resources
- Managing relationships with all internal and external stakeholders
- Overseeing all incoming and outgoing project documentation
- Optimizing and improving processes and the overall approach where necessary

The above description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. The postholder will be given as much notice as possible of any significant changes to the role.

Project Manager Person Specification

Qualifications & Experience

- Degree in Engineering, Business, Business Administration, Management or equivalent
- Project management qualification would be an advantage
- Proven track record in project management

- 3-5 years' experience in a similar role
- Demonstrates an analytical mind, problem solving skills and the ability to identify risks before they arise
- Excellent negotiation skills and the ability to develop strong working relationships
- Commercial, business and financial awareness
- Strong communication skills both verbal and written
- A keen eye for detail
- Excellent time management skills with the ability to manage multiple projects and competing commitments
- Teamwork and collaboration skills