

JOB SPECIFICATION

TITLE OF POST:	Project Manager
SALARY & BENEFITS:	0.4 FTE £29,500 per annum pro-rata (£11,800) DACIC runs a NEST workplace pension scheme. If you choose to join, DACIC will pay a 3% pension contribution and you will pay a 5% pension contribution on earnings over £6,136 pa.
HOURS OF WORK:	0.4 FTE 37 Hours per week pro-rata (14.8 hours)
HOLIDAY ENTITLEMENT:	28 days including public holidays pro-rata (11.2 days)
LOCATION:	Dornoch
RESPONSIBLE TO:	DACIC Board
LINE MANAGERS:	DACIC Chair & Secretary
JOB PURPOSE:	<p>Under the guidance of the DACIC Board, to otherwise lead on the work necessary to issue and review tenders, and award contracts to deliver a cost plan for two capital projects:</p> <p>The Dornoch Hub - the conversion of Dornoch Police Station following a successful community acquisition;</p> <p>Project Curlew - a proposed new build multi-purpose community venue and curling rink.</p> <p>To carry out any other relevant tasks as directed.</p>
SPECIFIC RESPONSIBILITIES:	<p>To assist the DACIC Board complete the above projects on time and on budget.</p> <p>To report as required to your Line Managers.</p>
TERM OF APPOINTMENT:	<p>The appointment is for 2 years.</p> <p>There is a 3-month probationary period</p>