

**DATE 05/11/2020**

***Job Specification for Kendal BID Ltd Project Manager***

This position is a part-time (up to 1.97 days per week) self-employed position with Kendal BID Ltd. We are expecting this position to be filled within the next month and there may be a period of shadowing the existing post holder. This is a flexible position and the post holder will be expected to utilise their hours according to the needs of the business.

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| <b>Essential Attributes</b>   |
| A minimum of 5 years Project Management experience                        |
| Ability to work on your own initiative                                    |
| Budget setting  |
| Business Planning   |
| Self Employed   |
| Working knowledge of Excel  |
| Proven evidence of working with external agencies                         |
| An eye for detail   |
| Proven relationship management  |
| Contract management and creation  |
| Press interaction   |
| Proven project development  |
| Tenacious, creative and out of box thinker                                |
| Report writing, presentation skills and reporting to a Board of Directors |
| Resilience with the ability to work under pressure and criticism          |
| Working with a variety of sectors including retail                        |
| Ability to use Wordpress and Mailchimp                                    |
| Ability to work from home   |
| <b>Desirable</b>  |
| Project Management Qualification  |
| Experience with local authorities   |
| Bid writing   |
| Working with SME's and micro's  |
| Working with large businesses   |
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