



JOB DESCRIPTION

People's Patches Climate Action Project Manager

Responsible For: Project Management of the People's Patches Project

Reporting to: CEO, Neighbourhood Network

Location: Dublin or Wicklow office, Hybrid option.

About the Role:

We seek to recruit a project manager to join the Neighbourhood Network team. The Project Manager's key responsibility is to oversee the People's Patches project that Neighbourhood Network is leading from October 2023 to September 2025. This will involve working with the Neighbourhood Network team, the project partners, project team and the project participants to ensure that the project is delivered successfully.

This is an excellent role for anyone looking to gain practical and rounded experience in mobilising community-led climate action. If you've a grá for projects and have excellent communication, task management and relationship building skills and are dedicated to creating happier and healthier communities, we'd love to hear from you.

About Neighbourhood Network:

Neighbourhood Network is an Irish not-for-profit originally established as Street Feast CLG in 2010. In 2020 we expanded our mission, developed a range of new projects and activity programmes, and adopted a new name for the organisation - Neighbourhood Network.

Neighbourhood Network aims to promote social inclusion and integration, tackle loneliness and build supportive and resilient neighbourhoods in new and older communities across the length and breadth of Ireland. We run national campaigns, coordinate local neighbourhood projects and facilitate a nationwide network of neighbourhood leaders.

Our team currently consists of a CEO and Project Manager and four part-time staff, including another Project Manager and three Community Liaisons. We have a voluntary board of eight trustees. Neighbourhood Network is currently in the process of registering as an Irish Charity.

About the project: People's Patches

The People's Patches is a Community Climate Action project funded by the Department of the Environment, Climate and Communications, facilitated by Pobal. The funded project involves the design, development and implementation of the People's Patches (PP) and an accessible training process and participatory toolkit for neighbourhoods in 3 counties - Kildare, Laois & Longford. The first phase of the project will be to engage local pilot communities across these counties and guide them through targeted training sessions and wider community workshops on food, food waste and environmental sustainability with an aim to establish their own People's Patch. Learnings from this pilot phase will then be adopted into a toolkit which can then be used by other neighbourhoods (and in Street Feast communities) in the future.

Key responsibilities/accountabilities

- Oversight and management of the People's Patches project
- Determine and define project scope and objectives
- Prepare and manage budget based on scope of work and the resource requirements
- Review and agree project budget and project timeline
- Meet deadlines as agreed with CEO and with funder
- Assist with hiring of the Community Liaison support workers
- Manage the Community Liaison support workers
- Liaise with the funder on the project KPI's
- Ensure that we work towards delivering on those KPI's
- Create and deliver project reporting. Conduct impact assessment of project
- Plan and produce the all events related to the project
- Support the CEO to devise and implement delivery plan
- Support the CEO to identify best use of resources across projects
- Meet with full operations team at weekly meetings and check-ins

Person Specification - What You Bring to The Role:

Essential experience, skills & attributes

- Outstanding communication skills, both verbal and written, with proficiency in building relationships with diverse stakeholders.
- A minimum of 3 years relevant project management experience
- Demonstrated ability to manage multiple tasks and workstreams simultaneously, with excellent organisational skills.
- A problem-solving mindset, with the ability to proactively address challenges.
- Adaptability in a project-based environment and the ability to cope with changes.
- Is highly organised, accurate and fastidious with their attention to detail
- Demonstrates ability to meet deadlines, handle multiple tasks simultaneously and to prioritise their work
- Proficient in the use and administration of Google Workspace
- Experienced to intermediate level in Excel and preferably Google Sheets.
- Access to a car and a full driving licence

Desirable experience, skills & attributes

- Understanding of climate justice issues and opportunities for climate action
- A passion for climate justice, community development and addressing inequality in Ireland
- Experience in managing project budgets of over €200k

Contract Details:

- **Full time:** 40 hours including lunch break
- **Work Days:** Monday - Friday. Potentially a few Saturdays for attending events (rare).
- **Salary:** €40,000-€42,000 depending on experience
- **Contract Length:** The position is for a 22 month contract, subject to funding, that includes a 6-month probationary period.

Terms and conditions of employment:

- **Annual Leave:** Annual leave at Neighbourhood Network is 20 days in addition to the standard 10 public holidays.
- **TOIL:** We operate a time off in lieu (TOIL) system, where staff can work pre-approved additional hours and receive compensatory time off in lieu.
- **Training & Development:** Continuous professional development, training & further education courses, study & exam leave and professional membership fees are paid for at Neighbourhood Network's discretion where relevant.

- **Travel & Subsistence:** Travel and subsistence expenses will be paid similar to public sector rates.
- You must have permission to work in The Republic of Ireland.

How to apply

Interested candidates may apply by sending a one-page letter outlining their suitability for this role along with their CV to opportunities@neighbourhoodnetwork.ie under the subject of "Project Manager"

Closing Date for applications is 5pm on Friday 10th November 2023.

Neighbourhood Network is an equal opportunities employer and welcomes applications from people of all backgrounds and identities.