

WATER INDUSTRY FORUM JOB BRIEF FOR PART TIME PROJECT MANAGER



1. THE ORGANISATION

The Water Industry Forum (WIF) supports the water and waste water industry supply chain in Yorkshire and Humber through a vibrant regional network. With more than 100 member organisations, the Forum promotes trading, networking and the transfer of product, process and regulatory information to enable experiences to be shared, problems solved and the needs for innovation identified.

WIF helps companies in the water and waste water sector find the support they need for exporting to new markets, developing new products and finding new contract opportunities.

2. BACKGROUND TO THE APPOINTMENT

After a full tender process, Yorkshire Chemical Focus Ltd (YCF) was awarded the contract In February 2009 to operate the Water Industry Forum by the region's development agency, Yorkshire Forward.

Yorkshire Chemical Focus is a not-for-profit membership organisation that provides support to Yorkshire's chemical sector. More details about Yorkshire Chemical Focus may be found at www.ycf.org.uk

Scope

The scope of the WIF contract is as follows:

- Involvement of the water industry supply chain and support networks
- The focus of activity and delivery of benefits to accrue in Yorkshire & Humber
- Work outside the region will be undertaken where significant benefit to companies and institutions in the Yorkshire & Humber region accrues as a result
- Development time to secure new sources of income and/or funding.

The scope of the WIF contract does not include:

- Non-specialist/general individual support beyond signposting to Business Link Yorkshire and any other relevant agency delivering BSSP programmes.

Aims

The aims of the WIF network are to:

1. Develop and publicise a database of water industry supply chain companies within the region;
2. Provide an information exchange network to businesses for products, processes, regulatory requirements and legislation;
3. Broker business between the supply chain companies and water users and wastewater producers, in industrial sectors, and also with Yorkshire Water and Private Water Supply owners;
4. Facilitate closer collaboration between regional businesses and universities;
5. Engage with other relevant public and private sector organisations, and national environmental sector business support agencies for the purposes of signposting businesses to other relevant support or linking in to other relevant activity;
6. Promote events, case studies and industry news and successes from forum and members' activities.

The work requires the following elements:

- Management and administration of the forum;
- Forging relationships with existing regional support networks;
- Business support and signposting to other key agencies e.g. Business Link, Sector Skills Councils etc.;
- Marketing of the forum to ensure buy-in of regional businesses;
- Organising networking events and activities;
- Producing relevant publications;
- Maintaining an informative up-to-date website with news and case studies;
- Stimulating and creating opportunities for collaboration and trading amongst members and non-members;
- Reporting on both financial aspects and outputs to Yorkshire Forward on a quarterly basis;
- Accessing technical information on behalf of the members;
- Filtering news, business and funding opportunities, and technology advances in the sector, to the members.

Key outcomes of the WIF contract include:

- Growth of the water and waste water sector within the Yorkshire and Humber region;
- Increased number of businesses participating in the network relative to the size of the sector (penetration rates);
- Increased turnover and GVA in the participating businesses;
- Increased innovation, market exploitation and propensity to and collaborate in forum member businesses;
- Effective and well attended events and network meetings;
- Promotion of the Yorkshire and Humber region as an attractive location to locate and grow businesses in the water and waste water sector.

3. THE POSITION

- Title:** Project Manager (Part Time)
- Purpose:**
1. To develop and implement a variety of projects to ensure that the strategic aims and business plan of WIF are achieved.
 2. To provide general support in the day to day running of WIF.
- Scope:** Number of project areas managed directly is typically 3-5.
- Basis:** Part time (subject to contract renewal/extension in 2011)

Key Accountabilities:

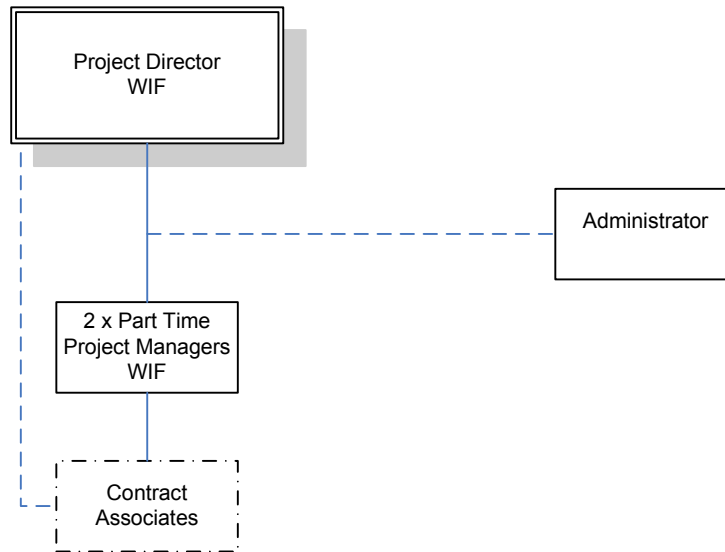
Reporting to the Director, the Project Manager is accountable for:

1. Delivery of projects from the WIF project portfolio (including projects managed by self and contracted associates) on time, within budget and to customer's/member's satisfaction
2. Managing, motivating and directing contract associates involved in WIF activities
3. Working with customers/members to scope, define and fund new projects that will meet the WIF strategy and business plan
4. Undertaking business planning & reporting
5. Contribute to the operating agenda for the business and definition of the forward strategy
6. Acting as deputy for the Director as required in all aspects of operation of WIF

The project portfolio could include:

- Developing new membership services and other income generators
- Specifying and commissioning website developments and enhancements
- Developing and undertaking market research
- Organising and running conferences/seminars/workshops/network groups
- Problem solving and business support for members
- Giving presentations to other support organisations
- Developing a WIF marketing plan
- Developing and commissioning marketing communications
- Designing and undertaking membership surveys
- Writing/publishing technical papers and reports.

Organisation:



4. TERMS & CONDITIONS

The Role: Project Manager (Part Time)

Reports to: Peter Drake, Programme Director

Based at: The Office is located in Huddersfield.

Salary: £15,000 to £20,000 pa depending on experience
3 days/21 hours per week

Car: A car or car allowance will not be provided. Business mileage will be reimbursable by the company in line with the Expenses policy.

Holiday: 12.5 days plus the equivalent of 4 days statutory bank holidays.

Pension: A contributory stakeholder pension scheme is in operation with match funding by the company of up to 8% salary. Life insurance and death in service cover is also funded.

Notice Period: 3 months on either side.

5. CANDIDATE PROFILE

The job holder must:

- be an experienced project manager (minimum 5 years) with a track record of delivery
- be a graduate or equivalent
- have a good knowledge and understanding of how the water industry functions, and the constraints under which it operates.

The ideal candidate will be able to demonstrate their capability and experience in many of the following areas:

- development and implementation of new products or services
- development and implementation of websites/web based services
- development and commissioning/undertaking market research
- event management
- delivery of projects in commercial/customer-focused environments
- development & management of third party contracts
- development of marketing plans/business plans
- direct experience of working in the water industry
- business to business sales
- ability to influence, motivate and work effectively with a variety of stakeholders
- facilitation and business improvement techniques.

The successful applicant will:

- be able to demonstrate a customer focus
- be able to demonstrate a “commercial” outlook
- be a self starter capable of working without day to day supervision
- possess excellent verbal and written communication skills
- be able to analyse and present concisely information from a variety of sources
- be able to naturally build relationships with customers, members and stakeholders at all levels
- have experience of supervising the work of others
- be able to work as an integral part of a small team
- possess a full, clean UK driving licence.