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| JOB TITLE | Project Manager |
| PURPOSE OF JOB | The candidate will be employed to assist the board of MACC in moving forward some of the strategic priorities currently under consideration for inclusion in the 2022-2027 Business Plan. The primary focus for MACC is to use its assets for community regeneration & development. |
| BACKGROUND | <p>Machrihanish Airbase Community Company (MACC) owns a former military airbase on the West coast of Scotland. The site includes Campbeltown Airport, 220 buildings, over 5 hectares of concrete hardstanding, 18km of road, private water, sewage and high voltage networks and 148 Tenants spread over 1025 acres. The overarching aim of MACC is to deliver lasting economic and social benefit to the local community by taking advantage of the resources and potential which the site offers.</p> <p>To achieve this MACC is looking to recruit a highly motivated and capable graduate project manager to carefully examine different business opportunities, establish their viability and implement them.</p> |
| DATE | October 2021 |
| RELATIONSHIPS | <p>Reporting to: Business Manager</p> <p>Responsible for: Occasional consultants and contractors</p> <p>Working with: MACC Group Directors, Business Manager, Office personnel, various contractors, customers, consultancies, funders, and public sector agencies.</p> |
| MAIN DUTIES | <p>The Project Manager will be responsible for:</p> <ul style="list-style-type: none"> • Working with the MACC board members on the following development threads: <ul style="list-style-type: none"> ○ Distillery development, ○ Renewable energy development, ○ Hydrogen generation, ○ Green data centres, ○ Land-based aquaculture, ○ Aerospace related activities. • To research, assess, develop, and report on the development threads to |

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| | <p>the MACC Group on a regular basis.</p> <ul style="list-style-type: none"> • Plan and implement the viable projects from the development threads • Communicating the risks and rewards of the opportunities to the Groups Directors • Liaising with public sector partners • Securing additional funding • Preparing tenders • Assist with the delivery of onsite infrastructure projects. • Any other task that may from time to time be requested by the Business Manager |
| <p>SKILLS & EXPERIENCE</p> | <p>Essential:</p> <ul style="list-style-type: none"> • Candidates should have graduated with at least and HNC level qualification within the last 4 years. • The minimum qualification will be an HNC, but preferably an HND, degree or postgraduate degree. • There is no age limit for candidates. • Highly computer literate and effective with working with all Microsoft software packages (Word, Excel, Powerpoint, Outlook) • Excellent communication skills • Excellent organisational skills • Self-motivated with a strong work ethic • A team player and able to work in a small team effectively as well as with volunteers <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant degree related subject • Previous project development experience • Experienced with funding applications • Experience in economic development activities |
| <p>SALARY</p> | <p>£26,000 - 28,000 per annum depending on skills and experience.</p> |
| <p>JOB STATUS</p> | <p>A 39-hour per week full time role.</p> <p>A 1-year post depending on successful completion of a 6-month probation period.</p> <p>If the candidate is successful in contributing to resilience and future success of MACC, there is scope for extending the contract and potentially making the position full time.</p> <p>Flexible working arrangements will be considered but the candidate is expected to spend time on site particularly in the early months of the contract.</p> |