



REconomy UK Project Manager

Freelance contract

The [REconomy Project](#) is one of Transition Network's most exciting developments, one being picked up by Transition groups around the UK, and increasingly, around the world.

Working collaboratively, we are exploring ways to better inspire, support and connect communities (Transition-branded or otherwise) who are creating new livelihoods and enterprises, and expanding their influence deep into their local economic systems to improve wellbeing for all.

We would like to contract an experienced, flexible project manager to coordinate REconomy Project activity in the UK and ensure delivery of a funded project which is about half way through a well-defined 3 year programme - though we are very open to suggestions about other ways of working and ideas to get even better outcomes from this project.

We are looking for someone who has a strong track record of delivering similar projects; who is enthusiastic about economic change; who will be excited by the breadth and potential of the project; and be able to support and steer an existing, dispersed UK REconomy team to deliver high quality and timely outputs, while helping generate new thinking for future directions. This person will also represent the UK REconomy Project on the international REconomy group.

Our previous REconomy Project Manager is [bringing her contract to an end](#) in order to work with a new local Transition project. We have reviewed and reallocated her responsibilities and are now offering an 18 month contract for the supply of Project Management services with a focus specifically on delivery of the UK REconomy Project.

1. Background

We already have 4 freelance contracts in progress to deliver the agreed project outputs:

- Events - to organise and promote 3 regional REconomy events per year.
- Community Enterprise Support & Investment (CESI) - to create, test and disseminate learning and resources from the work with 20 Transition Enterprises in Totnes and Brixton.
- Enterprise Advisor - to create new REconomy resources for Transition Enterprises in general, as well as offer some direct support.
- Investment Mapping - to produce and maintain a funding/investment database for Transition Enterprises.

This team of excellent freelance contractors is further supported by activity undertaken within the core Transition Network (TN) team. For example, the new TN Communications Coordinator has a specific brief to manage communications for the UK REconomy Project, disseminating information about key outputs across and beyond the movement and placing stories of new economies in mainstream media.

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Note that project year 1 refers to Mar 2014 - Feb 2015, year 2 Mar 2015 - Feb 2016, and year 3 Mar 2016 - Feb 2017.

2. Responsibilities

Purpose of role: to coordinate activity across the UK REconomy Project team to ensure delivery of desired outcomes to time and budget, and give input to the future direction of the project.

This will involve working primarily with the existing REconomy Project team. The contract will be managed by Sarah McAdam, TN Delivery Director. The scope of this work is the UK, though where outputs are useful more widely they will be shared internationally.

Project planning, budget management and funder reporting

Agreed work plans/budgets/outputs and milestones exist for the current contracts - these need to be reviewed at the start of each year. The project budget needs to be managed and spend reconciled. Monitor and evaluate the project. Contribute to a report for the funders at each year end. Give input to any new funding bids involving REconomy.

Manage the team, coordinate project work and ensure integration with other TN activity

Manage delivery of the team work packages as currently contracted. Work with other TN staff and contractors to ensure REconomy is increasingly integrated with the core TN support and training offer. Attend 3 x two day strategic meetings, usually held in Totnes, representing REconomy - note next dates are 8-9 Oct 2015.

Support REconomy communications and events

Create a small amount of comms content e.g. blog posts. Attend and support events and workshops e.g. [REconomy regional events](#), [Local Entrepreneur Forums](#), some local events etc. Coordinate the fledgling UK REconomy TIs online group. Be responsive to opportunities for building relationships with other organisations. Manage the REconomy aspects of the website move and re-organisation (the current www.reconomy.org website will become more of a UK specific website, with the more global REconomy content being relocated to the new TN website that's due Q2 2016).

REconomy Steering Group

Coordinate this new group which is being set up to provide strategic direction to the REconomy Project moving forward. It will include representatives from the International REconomy hubs group, the UK REconomy TIs group, and from this current UK project, as well as some external contributors.

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3. Required skills & attributes

E = essential, D = desirable

1. E: Commitment to the aims and values of Transition and the REconomy Project in particular.
2. E: Experience of delivering similar scale projects on time and within budget.
3. E: Ability to manage a team, creating an effective collaborative culture.
4. E: Ability to work within the framework of the overall TN strategy, coordinating activities with the wider TN team and integrating REconomy activities with broader TN products and services.
5. E: Ability to self-manage, plan and work in a fast moving, fast changing, relatively unstructured environment.
6. E: Personal resilience and capacity to fulfil the requirements of the work on time and within budget.
7. D: Experience of delivering projects in a community/grassroots context.
8. D: Knowledge of new ways of thinking about new economies.
9. D: Proven ability to fundraise for similar projects.
10. D: Experience of establishing and coordinating project steering groups.
11. D: Experience of working with partner organisations in joint delivery of a project.

We mostly operate as a virtual team using online meetings, so reliable fast internet access is required, as is living within reasonable travelling distance of Totnes and London for monthly or bi-monthly face to face meetings.

4. Terms

This work package contract is being offered out to open tender. It begins on October 1st 2015 and runs for 18 months concluding 31st March 2017. The funded project officially ends on 28th Feb 2017, but we anticipate a month will then be required to create the final project report etc.

The budget for this WP must not exceed £22,500 including any VAT. Based on our experience so far, we expect this work to require around 1-2 days per week of effort on average, but this will likely not be evenly spread over the 18 months. This budget is to cover resource time. In addition, there is a small project costs budget of around £2,500 that must cover any travel costs for this role and other incidental project costs.

We will pay based on milestones being met rather than number of days worked – these milestones will be agreed at the start of the work. We are very happy to discuss any of these terms providing the total budget is not exceeded and the work is delivered as defined.

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5. To apply

If you feel excited by this opportunity, and you think you have the expertise we are looking for, please send:

- a cover letter outlining how you meet the requirements in section 3 above;
- your initial (brief) thoughts on how you might go about this work and what budget you would require; and
- your CV

...to fionaward@transitionnetwork.org by **5pm on Friday 28th August, 2015.**

We will invite a small number of applicants for interview (probably in Totnes) **on Weds 9th September 2015.**

Meanwhile if you have any questions or would like to arrange an informal chat, please contact Fiona on 07922 165564 before 20th August 2015 as she is on holiday the last week of August.

6. Some background reading and viewing

- Read about the REconomy Project on our website - this is [a good place to start](#).
- Why does this work matter? Here's a recent [blog naming 8 paradigm shifts](#) that we're seeking to support through our REconomy work.
- Four short introductory videos, the [first one is here](#).
- Our initial [announcement about the current project work](#).
- The recently published [REconomy Guides](#) are good examples of project outputs.
- News about the [international expansion of REconomy](#).

We are extremely grateful to [Friends Provident Foundation](#) and the [Polden-Puckham Charitable Foundation](#) who have funded this project.

The Transition Network is a registered charity

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