

## **Positive Impact Project Manager**

### **Annual Salary:**

£18,000- £25,000 pro rata depending on experience

### **Days per week required:**

2.5 - 3 days, although there is the potential for this job role to grow to a full time role, depending on the applicant's preference and ability.

### **Start Date:**

1st March 2012

### **Job Location:**

Flexible, at least three days in Manchester per month, ability to travel across the UK and internationally required.

### **Objectives of the role:**

1. Demonstrate leadership for sustainability in the event industry
2. Compile and communicate education to create a sustainable event industry
3. Generate income to create a sustainable business model

### **Role Description:**

The Positive Impact Project Manager will become a key spokesperson for the not-for-profit brand and regularly deliver presentations and training to the event industry. This training may take place on an individual, group, or online basis and could require facilitation skills and an understanding of education techniques. To deliver effective training, an understanding of the event industry and sustainability issues being faced by industry stakeholders is required.

The Positive Impact Project Manager will be responsible for the project management of the client requirements and for supporting and encouraging clients to demonstrate leadership in sustainability. In addition to working with existing clients, networking and identifying new partnerships and achieving realistic sales targets will be a key part of the role.

The Positive Impact Project Manager will be responsible for various communication methods including social media, report writing, case study creation and additional other written documents.

### **The ideal candidate will be able to demonstrate experience in the following areas:**

- 1- Event management or event industry supply chain experience
- 2- Report writing
- 3- Presentation to groups of up to 100
- 4- Facilitation of group meetings
- 5- Delivery of training to groups
- 6- Client liaison
- 7- Project management
- 8- Working with clients to identify optimal way forward to achieve objectives
- 9- Achieving realistic sales targets

**The ideal candidate will be able to demonstrate skills in the following areas:**

- 1- A passion for sustainability in the event industry and desire to have a career that will make a difference
- 2- An understanding of and passion for working in a small business environment
- 3- Confidence to present and network with clients and stakeholder groups
- 4- Self motivation to be able to manage your own time to meet client deadlines
- 5- Ability to work according to business values
- 6- Attention to detail and report writing ability
- 7- Ability to communicate the vision of a sustainable event industry
- 8- Ability to create action plans for clients
- 9- Strong communication skills

**Other Information:**

Positive Impact is a young not-for-profit business based in Manchester, set up to provide education to the event industry on sustainability. All staff members work to the business values of: integrity, honesty, transparency, collaboration, responsibility, proactivity and positivity.

**Our business objectives are:**

- 1- Create a sustainable business
- 2- Show leadership
- 3- Identify new ways of working
- 4- Engage with our stakeholders

For further information on our business, including our sustainable development policy please see [www.positive-impact-events.com](http://www.positive-impact-events.com).

If you think that you may be suitable for this position, or would like more information, please contact Katy Carlisle on 07703 196 274 who will be happy to assist with any queries.

Alternatively please send your CV and a one page covering letter explaining your passion for this role and the difference you believe that you could make to [info@positive-impact-events.com](mailto:info@positive-impact-events.com).