



# Project Development Manager

**Starting Salary £32,000 pro rata**  
(inc 3% pension contribution)

Hours of work: 30 hours per week with some weekend and evening work.  
Contract length: 2 years fixed term (until June 2026), possibility to extend depending on funding.

## Location:

Hybrid. 3 days a week at home, with 1 day per week in a shared office space in Bakewell.  
Occasional travel to the Peak District National Park, Yorkshire Dales National Park and North York Moors National Park will be required.

**Peak District Mosaic** is a registered charity.

Our aim is to create and sustain engagement between the Peak District National Park and new audiences, including Black, Asian and Minority Ethnic communities living around the borders of the Peak District National Park.

Peak District Mosaic is undergoing an exciting period of development.

With our recently successful bid for funding from the The National Lottery Heritage Fund; we introduce our new project

## “Championing National Parks for Everyone”

This will expand our work and partnership with the Yorkshire Dales, North York Moors and Peak District National Parks.  
The Project Development Manager will help shape the future direction of the charity and this new project.

Reporting to the Board of Trustees, the Project Development Manager will be responsible for:

- Overseeing the delivery of this new project, managing a partnership consisting of Peak District Mosaic, the Peak District, Yorkshire Dales and North York Moors National Parks Authorities and Derbyshire Dales CVS.
- Project manage the delivery of a range of activities within the National Parks to help support more people from diverse communities to visit, enjoy and work in the National Parks.
- Ensuring timely reporting and evaluation of the project.
- Responsible for the Project Coordinator who will deliver a series of activities on behalf of Peak District Mosaic to provide further training and support to a network of Community Champions, who will lead their own activities to support their communities to visit the National Parks.
- Develop Peak District Mosaic as a larger, more sustainable and financially resilient organisation.
- Support the development of an income strategy to ensure the future of Peak District Mosaic in its continuation of engaging new audiences.
- Development of processes, policies and systems at the charity to help build capacity, with the support of the Board of Trustees and Derbyshire Dales CVS.

This is an exciting opportunity for an experienced and enthusiastic person to work with Peak District Mosaic and its partners. We welcome applications from people who have a lived experience – with an understanding of working with Black Asian and Minority Ethnic communities and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community. The applicant should possess the following:

- Significant project management experience, including complex partnership, familiarity with producing relevant documentation such as project plans, budgets and risk registers.
- Experience of developing project monitoring systems and presenting the data to funders.
- Strong budget management experience, including understanding of cashflows and setting income targets.
- Strong understanding of the charity sector and funding models, with a track record of supporting charities to generate income through a range of sources.
- Ability to develop strategy for a charity, especially in relation to income generation, partnership development or communications.
- Excellent communications skills, with the ability to connect with a wide range of people.
- Excellent IT skills, especially using Excel for budget management and Word and PowerPoint for project reports.
- Attention to detail, good organisational and time management skills, ability to prioritise and work under own initiative.

For an application pack please e-mail: [enquiries@ddcvs.org.uk](mailto:enquiries@ddcvs.org.uk), or it can be downloaded by clicking the following link: [PDM Application Pack](#)

If you would like to discuss the post before you apply, please call: 07985 209 772  
(Monday - Friday between 6.00pm - 8.30pm).

An evening online information session will be held on the 26th June and 4th July.  
Joining details will be in the application pack.

**Closing Date for Applications : 11.59pm on Sunday, 14th July 2024**

**Interviews will be held on Friday 19th July 2024 at the Derbyshire Dales CVS, Agricultural Business Centre, Agricultural Way, Bakewell.**

