



## STROUD TOWN COUNCIL

### APPLICATION PACK – PROJECT MANAGER

**Job Title:** Project Manager  
**Grade:** SCP 18 – 22 (£30,559 – £32,654)  
**Location:** Stroud  
**Hours:** Full-Time (Monday – Friday) 37 hours with occasional requirements for meetings outside of these hours.  
**Responsible to:** Stroud Town Council via Programme Manager  
**Contract Type:** Permanent

#### **Purpose of job**

The Town Council is looking for an enthusiastic and committed individual to join our office team. The role will work with the Programme Manager to deliver a broad range of projects for the Town Council.

#### **Working for Stroud Town Council**

The Project Manager will lead on delivering the Council's Strategy and Action Plan. Working across all areas the post will support the council's strategic priorities. The role will report to the Programme Manager, but will work across all teams to support the development of all council projects.

**Applications should be returned as soon as possible – applications will be reviewed and assessed on receipt.**

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## **Brief History of Stroud**

The first parish of Stroud, a settlement based on the production of woollen cloth, was recognised in 1304. Currently, it has a population of around 13,500 and an electorate of just over 10,000. Stroud is seen as a very friendly, tolerant community, accepting a wide range of views. We have a history of non-conformism, dissent and direct action. The environment and sustainability are priorities for many residents.

The parish, approximately 2.5 miles long and 0.75 miles wide, includes the town centre trading and market area, established residential communities amongst the surrounding hills and valleys, and mostly new-build settlements along the canal, which is currently undergoing restoration. The parish's division into six wards reflects, to a reasonably accurate degree, these differing settings. There is a railway station with good connections to London, Swindon, Cheltenham and Gloucester and a reasonable range of bus services. A fine network of footpaths also permeates the parish, but density of motor traffic can hinder movement around town by vehicle and there are limited safe cycle routes.

There is a strong creative element in the town and surrounding area, which provides a base for several arts festivals, some of which have achieved national acclaim. The town centre supports a long established twice-weekly market in the medieval Shambles and an award-winning weekly Farmers' Market, which draw in visitors from some distance.

In 2018 Stroud Town Council was one of the first local councils in the UK to declare a climate emergency and set a target of being carbon neutral by 2030.

## **The Council**

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, the most recent elections were in May 2024.

We have offices close to the town centre with a double fronted window used for displays and notices. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in two teams headed by the CEO (Town Clerk). The office team comprises a Deputy CEO (Deputy Clerk), Assistant Clerk, Administration Officer and Finance Assistant, Senior Finance Administrator, Community Development Officer, Community Development Support Officer, Business Administration Apprentice, Programme Manager, Communications and Engagement Officer and a cleaner. The Green Spaces team comprises three full-time Rangers and a part-time Assistant led by the Green Spaces Manager.

The Green Spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

Amongst the Council's ongoing projects are revamping a significant Victorian building for community use and developing a Neighbourhood Development Plan for the town. We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Stroud Subscription Rooms.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1m of which the precept makes up around 94%. The balance largely comes from grants, cemetery income and rent.

### **Application Process**

The completed application form together with a covering letter must be sent to the Town Council by email to: [clerk@stroudtown.gov.uk](mailto:clerk@stroudtown.gov.uk)

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Project Manager.

A CV is **not** required and any submitted will be disregarded.

Your application should be returned by email as soon as possible.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application, please contact the Deputy CEO (Deputy Town Clerk), Kate Montgomery, on 01453 762817 or [kate.montgomery@stroudtown.gov.uk](mailto:kate.montgomery@stroudtown.gov.uk) for an informal discussion.

### **Selection Process**

31<sup>st</sup> Jan – Closing date for applications

3<sup>rd</sup> Feb – Shortlisting

10<sup>th</sup> Feb – Interviews

Early April – start date (depending on notice period required)

Candidates who are to be invited to an interview will be notified by telephone or email as soon as possible. Those who have not been shortlisted will be contacted by email shortly after this. Due to the volume of applications received it will not be possible to offer feedback on applications.

The appointment will be made by the Appointment Panel, which will consist of CEO (Town Clerk) or Deputy CEO (Deputy Clerk), the Programme Manager and at least one member of the Personnel Committee.

## **Interview**

Shortlisted candidates will be required to attend an interview at a time to be allocated individually. As part of the interview candidates will be asked to give a short presentation on a relevant topic. Candidates should allow up to one and a half hours for the interview.

## **References**

Formal references will be taken up following an offer of employment. Any offer of employment will be subject to the receipt of satisfactory references.

## **Expenses**

Travelling expenses (mainland UK only) will be paid on the basis of standard class rail travel to Stroud or car mileage at the standard mileage rate currently in force. Only claims in excess of 25 miles in total will be paid.

Any shortlisted candidate who withdraws without good reason will not be reimbursed expenses other than at the discretion of the Council.

## **Candidates with a disability**

Any candidate with a disability should please contact the Assistant Clerk, Sheral Gardner, on 01453 762817 or [sheral.gardner@stroudtown.gov.uk](mailto:sheral.gardner@stroudtown.gov.uk) in confidence so that reasonable adjustments can be made to the recruitment process.

## **JOB DESCRIPTION**

### Role Purpose

The Project Manager will lead the planning, management, and delivery of diverse community-focused projects across Stroud Town. The Council is currently developing its strategy for 2025-30. Working with the Council's Programme Manager, the Project Manager will support the successful development and delivery of a project pipeline driven by these strategic priorities.

The postholder will play a key role in ensuring that project delivery is underpinned by robust project management and planning; ensuring projects align with the needs of the community and deliver expected benefits; and building high-quality relationships with key project partners and suppliers. Stroud Town Council's current project portfolio includes the development and refurbishment of parks and play equipment; town centre regeneration; improvements in signage and wayfinding; and the transformation of a community centre into a vibrant hub for local stakeholders, authority partners, and statutory bodies.

### Key Responsibilities

#### **Project Planning and Delivery**

- Work collaboratively with internal and external partners to co-develop detailed project plans and timelines: including appropriate risk identification / management; budget / resource management; stakeholder management; benefits realisation; and Monitoring, Evaluation, Accountability and Learning (MEAL).
- Coordinate and oversee the delivery of community-focused projects from inception to completion: keeping track of project progress and supporting project delivery as required (for example by undertaking procurement or other key project processes).
- Ensure projects follow the Town Council's project cycle management approach and are compliant with local government policies, regulations, and health and safety standards.

## **Stakeholder Engagement**

- Work closely with a range of internal and external project partners: including the community development team; community groups; statutory bodies; suppliers; donors; and other stakeholders to ensure projects meet community needs.
- Facilitate consultations, workshops, and feedback sessions with residents and other project stakeholders.
- Ensure effective communication with all stakeholders throughout the project lifecycle, both by managing relationships directly and working with internal communications colleagues where appropriate.

## **Project Management**

- Develop project budgets and monitor financial performance and forecasting throughout the project lifecycle: ensuring resources are allocated appropriately and records are kept throughout.
- Lead the identification, assessment and management of risks and issues throughout the project lifecycle; ensuring identified risks are effectively mitigated and/or issues are escalated as appropriate.
- Work with fundraising staff to identify and secure additional funding sources where necessary.

## **Monitoring, Evaluation, Accountability and Learning (MEAL)**

- Ensure all projects are underpinned by a clear understanding of expected benefits and outcomes and employ appropriate M&E strategies to monitor project progress and benefit realisation; and feedback loops which inform project delivery throughout the life of the project.
- Produce detailed reports on project milestones, challenges, and successes for internal governance structures and donors as required.
- Carry out post-project evaluations and incorporate lessons learned into future projects.

## **Collaboration and Leadership**

- Support multidisciplinary teams to deliver projects effectively.
- Act as the primary point of contact for project-related queries.
- Foster a culture of collaboration, innovation, and community focus within the organisation.

## **PERSON SPECIFICATION**

### **Essential Criteria**

#### **Qualifications:**

Certification in a recognised project management methodology (e.g. PRINCE2) or demonstrable professional experience of managing projects at all project stages.

#### **Experience:**

- Experience of leading the design and planning of project interventions.
- Demonstrable experience of managing complex, multi-stakeholder projects.

- Experience of identifying and managing risks effectively within a project context.
- Experience of developing and managing project budgets and forecasts.
- Proven record of managing and facilitating complex stakeholder relationships.

### **Knowledge and Skills:**

- Strong knowledge of project cycle management; project budget management; risk management; Monitoring, Evaluation, Accountability and Learning (MEAL).
- An understanding of the principles of Asset-Based Community Development and related principles (such as co-development and co-design).
- Understanding of local government processes, policies, and priorities.
- Excellent interpersonal, communication, and negotiation skills.
- Proficiency in the use of Microsoft Office tools: particularly MS Teams and Excel.
- Strong problem-solving skills.
- Working knowledge of ABCD (Asset-Based Community Development).

### **Personal Attributes:**

- Committed to community development and improving public services.
- Highly organised with a focus on detail and outcomes.
- Resilient, adaptable, and able to work under pressure.
- Team-oriented with a collaborative approach.

### **Desirable Criteria**

#### **Qualifications:**

- A degree in community development, urban planning, or a related field.

#### **Experience:**

- Previous experience in a local government or public sector environment.
- Knowledge of best practices in sustainable development and regeneration.
- Experience of facilitating project stakeholder workshops: such as planning / design workshops; risk identification; or co-design and evaluation sessions.

#### **Knowledge and Skills:**

- Familiarity with public sector procurement processes.
- Understanding of the Equality Act 2010 and inclusive design principles.

### **Terms and Conditions**

#### **Pay**

The salary range is within LC2, spinal column points SCP 18 – 22, depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services.

#### **Contract**

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. There will be a six-month probationary period with three-monthly reviews.

## **Hours**

Whilst the basic working week is 37 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

## **Annual Leave**

<b>Holiday Entitlement</b>	<b>Days</b>
Annual leave on commencement of employment (22 days + 4 statutory / local extra + 8 Bank Holidays)	34
Additional after 5 years service (4 days)	4

## **Casual Car User Allowance**

If the postholder travels by means of their own car on official duties, the NJC for LGS Casual Users Car Allowance rate will be paid.

## **Pension**

The postholder will be automatically enrolled in the Local Government Pension Scheme.

## **Political Restrictions**

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

## **Code of Conduct**

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

## **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.

## **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory Disclosure and Barring Service (DBS) check.