

Knowledge Sharing Group Working Brief
Project Manager £3,200 + expenses

Purpose

To support the Turning Point Network (TPN) Knowledge Sharing Working Group in issuing and collating a National audit survey to TPN members and using information gathered to design a training programme roadshow that will be delivered across the 10 English regions over 10 working days during the following two weeks:

- w/c Monday 16th April 2012
- w/c Monday 23rd April 2012

Person Specification

The KSG are looking for a Partnership builder (to design, plan and manage the events). This role is an urgent appointment therefore the group are looking for an individual who knows or is already in connection with the active networks/networking organisations across England and could start the work in early February. We need a self starter and a problem-solver to sort out clash diaries/twist arms, copywriter and marketer to generate positive communications and a good buzz around the events so people think they're must go to!

This is not a 'learn on the job' role, but we welcome expressions of interest from those people who consider this to be a role that they could competently deliver.

Timeframe

An audit questionnaire is being issued imminently with returns expected early February. The Project Manager would need to start in February to help collate questionnaires and work with the group to gather responses to inform the design, planning and implementation of the 10 day training programme (over two weeks in late April). By March 16th a provisional programme will need to be in place that can be part of a marketing campaign using the TPN website, membership and partners to promote the events. Booking for places and associated admin in the run up to these events will be overseen by the Project Manager with support from the KSG and the TPN Coordinators.

Contract payment terms

The Contract will be issued in two parts. 50% upfront and 50% on completion of the training programme.

The fee for this work is : £3,200 which equates to a minimum of 16 days work. There is also a budget for expenses.

Location

The Project Manager can be located anywhere in England, but must be aware that attendance at KSG meetings and the training programme events across the country will be required and access to their own computer, phone needed.

Please send a CV and covering letter detailing your interest and abilities to juliab@balticmill.com : February 9th 2012.