



FRM Limited

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Project Management (Part-time)

FRM is a consultancy company specialising in fisheries and aquaculture related research and development programmes and projects. Our core business involves the co-ordination and management of a number of high profile scientific research programmes and projects for a range of clients including the Scottish Aquaculture Research Forum, Defra and Seafish.

FRM is seeking to contract a part-time project manager. The individual will either be a sole trader, or part of a company sub-contracted to FRM to conduct specific services.

The role will involve commissioning, managing and monitoring programmes and projects, including:

- managing the peer review process for assessing research and development proposals and project reports
- helping to establish, manage and update a project management database
- managing and updating our website content
- where appropriate, taking the lead in liaising with contractors and project partnerships
- taking a lead and helping to organise meetings, conferences and workshops
- potentially developing other areas of FRM's contract business.

Person specification:

The ideal individual will have project management experience and be confident in IT applications and trouble-shooting. Although a relevant scientific background would be desirable, it is not essential. You will need to demonstrate a highly professional approach to your work and understand the requirements of representing a small consultancy business that works primarily for public sector bodies. Our work is dynamic and interesting, but demands a high degree of care and a thoughtful approach. You will need to be capable of adapting quickly to deal with a variety of projects.

Excellent communication skills are essential as is the ability to work effectively in a small team. FRM operates a paperless office policy and so there is high dependency on IT. Skills in this area are essential including specifically in using Microsoft Word, Excel, PowerPoint and Access. Experience of website management is also desirable.

Essential criteria:

Excellent written and oral presentation
Excellent interpersonal skills
High degree of computer literacy in standard Microsoft applications
Prepared to gain web site management skills
Understanding of partnership working with the public sector
Full driving licence

Desirable:

Experience of website management
Scientific background
Fisheries and/or aquaculture knowledge
Experience of working in the public sector

Terms:

The initial contract will be for six months.

Time allocation: Approximately 20 hrs per week.

FRM provides for flexible working but the contractor will be required to travel within Scotland and occasionally elsewhere in the UK. The contractor will work at our home-based office facilities in Dunkeld, Perthshire.

The maximum sum available for this six month part time contract is £7.5K but the agreed price will be dependant on the skills and experience offered.

Applications should be submitted in the form of a detailed *curriculum vitae* with the names of two referees, together with a covering letter outlining how your skills and experience are relevant to the contract requirements.

Applications should be marked 'Confidential' and submitted to: Dr Mark James; FRM Ltd., Rowanbank, 7 Atholl Gardens, Dunkeld, Perthshire PH8 0AY.

For further information on the work that FRM undertakes visit: <http://www.frmltd.com> and <http://www.sarf.org.uk>

The deadline for applications is 2nd April 2007.