



Spreading friendship across Dumfries and Galloway

### Part-Time Project Manager (3 days/week)

We are a registered charity looking for a **proactive and experienced Project Manager** to join our team. This is a temporary role until **December 31st, 2025**, with the strong possibility of a three-year extension. The position is **home-based** with some required travel for meetings.

### Key Responsibilities (full job description available on our website)

- Lead and mentor a small team of staff.
- Manage project budgets, stakeholder partnerships and project risks.
- Ensure compliance with charity governance requirements.

### Skills and Experience

- Experience in project management, including staff and budget oversight.
- Ability to develop partnerships and manage stakeholder relationships.
- Experience of data collection and analysis

### Personal Qualities

- Excellent communication and organisational skills
- Ability to work flexibly and lead collaboratively, solution-focussed
- A passion for volunteering and a sense of humour

### Compensation

- **Salary:** £21,698.04 per annum
- **Hours:** 3 days per week (negotiable)
- **Travel:** Expenses reimbursed at 45p per mile

### To Apply

Please visit our website for a copy of the job description (link to be added)

Application Deadline: August 28th, 2025

Please send a current CV with a covering letter to: [chair@listening-ear.org](mailto:chair@listening-ear.org)

<https://www.a-listening-ear.org/>

