



Employment Opportunity: Project Manager

Job Overview

Project Manager – Part time for a six months contract for 20.5 hours per week, these hours can be flexible to ensure delivery of the project outcomes within an agreed timeframe.

We are looking for a part time Project Manager to be responsible for the development of 2 high level options for a café space.

You will be working closely with the DVI Manager, Hub committee, and DVI Board to ensure that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.

Salary - negotiable (depending on experience)

The successful candidate will need to have proven experience in project management and ideally drafting high- level business plans. A Project Management Professional (PMP) certification would be desirable but not essential.

Project Manager Responsibilities:

- Develop high level business plans for 2 options for a Hub cafeteria space
- Provide timelines for each options
- Provide high level costings for options
- Identify risks for each option
- Engage with Deaf community and other stakeholders
- Meeting with stakeholders to identify and resolve issues.
- Prepare status reports by gathering, analysing and summarizing relevant information.
- Establishing effective project communication plan and implementation
- Proven experience in project management.
- Ability to work on own initiative
- Strong understanding of formal project management methodologies.
- Able to complete projects in a timely manner.
- It is paramount that the Project Manager is in align with the ethos of Deaf Village Ireland making it a welcoming place for Deaf and hearing people.
- To have food hygiene or food handling certificate would be an advantage but not essential.

To apply for this position please forward your CV by email to manager@deafvillageireland.ie no later than 5pm on the 10th March2021.

Address; **Deaf Village Ireland, Ratoath Road, Cabra Dublin 7. D07 P973.**