



## **Project Manager (Property)**

Blue Triangle is undertaking a property investment project that will increase our asset base of supported accommodation across Scotland. We are seeking an experienced project manager who can successfully plan and implement the investment successfully. The Project Manager will develop relationships across the business to ensure that purchases are aligned to need and whilst not essential, we are keen to hear from individuals who have experience within the residential property market in Scotland. This role is based at our Central Office in Glasgow, there will be travel across the geographical regions that we operate including East Lothian and Argyll and Bute.

### **OUR VALUES**

We are a social care organisation that supports over 400 people every day, across ten local authorities. We provide adults and young people with safe, psychologically informed supports and provide housing solutions across Scotland. Our staff are trauma- informed, championing the rights of our supported people and helping them overcome barriers through the delivery of our values, Kind; Passionate; and Creative.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Overall management of the Project including scope of works and other project implementation documents.
2. Conduct market research of the property market which will include market trends, property valuations, refurbishment needs etc. across various geographic locations
3. Oversee the project implementation team (matrix management), chairing regular meetings and providing regular highlight reports and performance information to the group
4. Highlighting Risk and Issues, determining mitigation plans where necessary.
5. Participation at Steering Committee, preparing papers and reports for Senior Management and Board.
6. Generating investment recommendations for approval by SLT based on set purchasing criteria
7. Engage with estate agents, private sectors owner and other potential sellers to determine availability and suitability of properties.
8. Execute and monitor the investment delivery against set targets which include volume, frequency of purchase, price, refurb costs etc.
9. Update systems and portal with new purchase information
10. Engage with Solicitors through the conveyancing process, bringing

comments, suggestions or issues to the project team for collaborative discussion and solution.

11. To work collaboratively with other offices and attend internal meetings as appropriate

	Essential	Desirable
Knowledge / Qualifications	<ul style="list-style-type: none"> <li>• Bachelor Degree in related field and/or relevant work experience in a similar role</li> <li>• Project Management Approaches (PRINCE2 or AgilePM)</li> </ul>	<ul style="list-style-type: none"> <li>• Property Market in Scotland</li> <li>• Social Care Sector</li> <li>• Housing Sector</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven track record of managing projects to successful implementation; identifying key milestones and plans</li> <li>• Risk and mitigation plans</li> </ul>	<ul style="list-style-type: none"> <li>• Managing property related projects</li> <li>• Managing property refurbishments</li> </ul>
Skills / Abilities	<ul style="list-style-type: none"> <li>• Self-motivated and proactive</li> <li>• Team player who deals effectively with colleagues and clients and enjoys working as part of a team but is also able to operate autonomously in an efficient and productive manner</li> <li>• Working knowledge of valuation software packages preferred</li> <li>• An ability to communicate verbally and in writing, often with complex information, and demonstrable experience of producing clear, well-structured reports</li> <li>• Excellent IT skills, in particular Word, Excel, PowerPoint</li> <li>• Good analytical skills and numeracy</li> <li>• Ability to prioritise and co-ordinate multiple workloads and tasks efficiently ensuring all deadlines are met</li> <li>• An ability to carry out research, work independently and present this information clearly</li> <li>•</li> </ul>	



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Personal Qualities	<ul style="list-style-type: none"><li>• Personal values in line with Blue Triangle's values.</li><li>• Flexible, adaptable and reliable.</li><li>• Friendly, calm and personable.</li><li>• Patient, resilient and tolerant.</li><li>• Compassionate.</li></ul>	
Requirements	Full UK Drivers Licence	

