

Job Title: Project Manager  
Employer: Dalkeith Means Business  
Appointment Type: Self Employed Consultancy  
Duration: 6-months from February to July 2025, with a possibility to extend, subject to funding  
Location: Dalkeith (desk space can be arranged - own computer required)  
Salary: Quotes sought

### Role Description

Dalkeith Means Business is pleased to be actively seeking a Project Manager to assist in the growth of this new business association. This is an exciting role that involves managing relationships with partners, stakeholders, clients and suppliers to deliver the aims and objectives of Dalkeith Means Business (DMB).

DMB is a growing association of local businesses working together for mutual benefit and to enhance the economic wellbeing of Dalkeith. DMB is aimed to be a voice for the local business community and attract funding for a range of business development projects under the following themes established through prior consultation:

- DMB Forum;
- Digital Wellbeing;
- Footfall Events;
- Geographically or Location Based Initiatives.

The aim is for the Association to grow from the ground up, with members joining with the organisation and becoming involved in activities and projects.

The main scope and responsibilities of the role include:

- Building awareness
- Bringing more people/businesses on board
- Facilitating a forum as a voice for the local community and as a vehicle to encourage cooperation and collaboration between local businesses for their mutual benefit and for the wider benefit of Dalkeith
- Hosting demonstrator projects, highlighting what the Association can bring to the community
- Future planning, defining clear objectives and actions for the next 6 months
- Initiating further projects, seeking further in-kind collaborative work that encourage economic development, commerce and tourism, preservation,

development, improvement of character and general amenity and utility of Dalkeith

- Seeking funding for the above and submitting funding applications (including further funding for potential continuation of the role)
- Exploring through consultation the appetite for the creation of a Business Improvement District and business association and the tasks potential members would want to see it deliver
- Developing a marketing/communication plan

#### Skills and Experience for the role

- Substantial experience in project management
- Proven track record in preparing successful funding applications
- Understanding of the Business Improvement District model
- Liaise confidently with stakeholders, relevant professional bodies, authorities and other professionals
- Proven track record in working with partners to deliver place-based events
- Excellent interpersonal and organisational skills
- Great communication skills
- Strategic thinking and able to implement an action plan

CVs should be submitted to [douglas.strachan@csyarchitects.com](mailto:douglas.strachan@csyarchitects.com) by Tuesday, 10/12/2024.