

**JOB SPEC:  
CREW (COMHOIBRIÚ CLG)  
PROJECT MANAGER (PART TIME) – SMART REGIONS PROGRAMME**

## **Project Manager – SMART Regions Programme (Part-Time)**

**Reports to:** CEO

**Works closely with:** Director of Programmes & Projects, Programme Associate and the wider CREW team.

### **The Role:**

The Project Manager will coordinate the governance, reporting, financial administration and compliance requirements of the Enterprise Ireland SMART Regions Programme – CLIMB, supporting the successful delivery of the programme through effective project oversight, compliance with funding requirements and robust project management systems.

This part-time role (20 hours per week) is suited to an experienced project or programme manager who enjoys working in a collaborative environment and has experience managing publicly funded projects.

Working closely with the CEO, Director of Programmes & Projects and the wider CREW team, the successful candidate will play a key role in:

- Supporting the successful governance and administration of the Enterprise Ireland SMART Regions Programme – CLIMB.
- Coordinating project reporting, monitoring, evaluation and compliance with funding requirements.
- Managing project finances, grant claims, budgets and supporting documentation.
- Developing and maintaining robust project management, governance and financial systems.
- Acting as CREW's primary operational contact for Xero and liaising with external accountants and auditors.
- Supporting the governance, reporting and financial management of CREW's wider portfolio of Enterprise Ireland, European and publicly funded projects.
- Maintaining accurate project documentation, staff allocation records and audit documentation.
- Contributing to the continuous improvement of CREW's operational systems and project management capability.

### **Key Responsibilities**

#### **Enterprise Ireland SMART Regions Project Governance & Administration**

- Coordinate the project governance, reporting, financial administration and compliance requirements of the Enterprise Ireland SMART Regions Programme – CLIMB, working closely with the Director of Programmes & Projects and Programme team to support successful programme delivery.
- Develop and maintain project plans, timelines, budgets, risk registers and delivery schedules.
- Coordinate the monitoring and reporting of agreed project objectives, milestones and KPIs.
- Build strong relationships with project partners, funders and stakeholders.
- Coordinate Steering Group, Board and funder meetings, including agenda preparation, papers, action tracking and follow-up.
- Identify project risks and implement appropriate mitigation strategies.

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**Grant Compliance, Reporting & Governance**

- Prepare project reports, grant claims and supporting documentation.
- Coordinate project monitoring, evaluation and impact reporting.
- Ensure compliance with contractual, financial and procurement requirements.
- Develop and maintain project dashboards, reporting systems and audit documentation.
- Coordinate project reviews, audits and external evaluations.
- Support Board reporting and governance requirements relating to funded projects.

**Financial Management & Administration**

- Coordinate the day-to-day financial administration of the SMART Regions Programme and support wider organisational financial operations.
- Act as CREW's primary operational contact for Xero, liaising with external accountants, auditors and finance providers.
- Monitor project expenditure, budgets and cashflow against approved allocations.
- Prepare financial reports, grant claims and supporting documentation.
- Support procurement processes, budgeting and annual audit preparation.
- Support the CEO in preparing financial and management information for the Board and funding agencies.

**Organisation-wide Project Management Support**

- Provide project management, governance and reporting support across CREW's portfolio of Enterprise Ireland, European and other publicly funded projects.
- Maintain staff time recording systems, project allocation matrices and supporting documentation to support grant claims, reporting and audit requirements.
- Develop and implement project management systems, templates and operational procedures that strengthen organisational capacity.
- Support the preparation of funding applications, project budgets and implementation plans.
- Prepare project status reports and financial updates for the CEO and Board.
- Identify opportunities to improve organisational systems, governance and operational efficiency.

**Additional Responsibilities**

This list is not exhaustive. You may be required to undertake other duties appropriate to the role, as assigned from time to time.

As CREW continues to evolve, your responsibilities may develop within the general scope of the position to meet organisational priorities and strategic objectives. Flexibility and a collaborative approach are essential.

**Knowledge & Skills Requirements**



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- Minimum of five years' experience in project or programme management, preferably within Enterprise Ireland, European or other publicly funded programmes.
- Demonstrated experience managing complex, multi-stakeholder projects.
- Experience managing the operational and financial administration of publicly funded projects, including grant claims, financial reporting, governance and audit compliance.
- Strong understanding of procurement, compliance and public funding requirements.
- Experience using financial management systems such as Xero or equivalent.
- Excellent organisational and planning skills with the ability to manage multiple priorities.
- Excellent written communication, report-writing and analytical skills.
- Proficiency in Microsoft 365, particularly Excel, Word, Teams and SharePoint.
- Ability to build productive relationships with funders, partners and stakeholders.
- Ability to work independently and exercise sound judgement.
- Willingness to travel occasionally.

### **Desirable**

- Experience working with Enterprise Ireland-funded programmes.
- Experience managing ERDF, Interreg, Horizon Europe or other European-funded projects.
- Knowledge of financial management and grant administration within a not-for-profit environment.
- An understanding of innovation, entrepreneurship or the creative industries.
- Experience supporting organisational governance, Board reporting and audit processes.

### **Core Competencies**

- Project management and delivery
- Financial management and budget monitoring
- Grant compliance and governance
- Strategic planning and organisation
- Analytical thinking and problem-solving
- Stakeholder relationship management
- Excellent interpersonal and communication skills
- Results-driven with strong attention to detail
- Planning, organisation and prioritisation

### **Terms of Appointment**

**Contract:** Part-time, Fixed-Term (24 months)

**Hours:** 20 hours per week, Monday to Friday, 9.00am–1.00pm.

**Salary:** €30,000 per annum, part time.

**Location:** CREW Creative Enterprise & Innovation Hub, Cluain Mhuire, Wellpark Road, Galway.



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CREW is an equal opportunities employer and welcomes applications from candidates of all backgrounds. If you require any reasonable accommodations during the recruitment process, please let us know.

## **How to Apply**

To apply, please email your CV and cover letter outlining your interest in the role and how your experience meets the requirements of the position to:

**hello@crewdigital.ie**

For any queries regarding the role, please contact **Niamh Costello, CEO**, at [niamh.costello@crewdigital.ie](mailto:niamh.costello@crewdigital.ie)

**Application Deadline:** Thursday August 6<sup>th</sup>, 5pm

*This position is funded by Enterprise Ireland through the SMART Regions Programme under the Northern and Western Regional Programme 2021–2027, co-funded by the Government of Ireland and the European Union.*

