

housing**quality**network:



Interim and Project Management Services for Housing

Manager Prospectus

The Pool promise

Once an initial contact has been made, we will actively assist in selling you to the client.

We will maintain contact with you throughout the assignment and do what we can to support you if you require information, advice or assistance.

We will pay you promptly

And if your skills and experience justify it, we will also seek to place work with you in addition to interim and project management roles.

How to take the plunge

If you are contacting us through our printed prospectus, email us at pool@hqnetwork.co.uk and we will send you a registration form.

You are welcome to email us if you want to contact us before completing a registration form.

housing**quality**network:



Manager Prospectus



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York, North Yorkshire, YO31 7JA
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Fax: 0845 4747 006
Email: hqn@hqnetwork.co.uk
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Interim and Project Management Services for Housing

The Pool

The Pool is a service linking high quality Interim and Project Managers and senior professionals with local authority, housing

association and private employers for interim placements. Assignments may be short or long term, full time or part time.

Can you swim?

You will preferably already be operating on a freelance basis or be committed to going freelance. The risks of operating outside mainstream employment should not be underestimated. People who join The Pool must know those risks.

You will be highly skilled and appropriately qualified for the areas of expertise you are offering. Your experience will be up to date, and your track record excellent. Your references will be impeccable.

You will have realistic expectations of utilisation. Most experienced interim and project managers budget an expectation of earnings for about three fifths of the available working year.

You will be used to working under pressure in change situations. Your communication skills, written and verbal, will be good; and you will be able to get on with people and work in teams.

You will be able to sell yourself to clients after the initial introduction. You will have a sensible appreciation of your talent and not either over or under-sell your ability and experience.

You will, according to the level at which you are seeking work, be good at motivating and managing staff, and able to transfer skills. You will be able to focus on delivering the requirements of your clients on time.

The ripple effect

People who join The Pool are asked to complete a registration form and forward a copy of their up to date CV. This information will then form the basis of their entry on to the Pool database. Potential employers can use the website to find interim and project management staff of the right calibre, with the right skills, in the right geographical location.

Once we have your CV and database information, we will contact you direct to advise you whether we believe that we have a reasonable prospect of finding you work. If we do, your references will be checked and your information will be placed on our database.

Then we will meet you as soon as possible and discuss your prospects. It will also give us the opportunity to get to know you better so that we can market your skills more effectively.

Pool maintenance

Contracts for clients will be made on various terms. Once you accept a commission you will be expected to meet all contractual commitments as to time.

You will agree not to seek or accept employment from any client until one year has expired after the completion of your assignment for that client.

We undertake to pay all properly presented invoices from you within 21 days of receipt.

You will at all times maintain the highest professional and ethical standards in your work for, and dealings with, us and your client. We will reciprocate in our dealings with you.

You will be allocated a named contact for the duration of any assignment. Your contact will speak with you at agreed intervals to discuss the assignment and they will be available to put you in touch with information or advice where this may assist you in your work.

