

## JOB DESCRIPTION:

### Project Manager

**Location** Remote (UK-based) with occasional travel to Bristol or London

**Salary** £42,750 per year (plus ILW £3,483.94) \*

**Reports to** Head of Strategic Programmes

**Length of contract** 12-month Fixed Term Contract, 37 hours per week

*\*If applicable*

### MAIN PURPOSE OF POST

This role works across the organisation to ensure that sound project management principles are being used in all aspects of our work. You will be responsible for delivering cross-cutting, significant and complex programmes and projects that underpin Women's Aid's strategy, with the opportunity to work on a diverse range of projects, such as communications, policy, fundraising, service delivery and IT.

You will drive forward best practice across the organisation – leading on the development and improvement of project management frameworks and controls, including monitoring, reporting and evaluation.

You will support the business planning process to effectively plan and schedule the projects, programmes and core business activity across the organisation, in line with our key strategic goals, and support the leadership team in organisational strategy development, launch and implementation.

### DUTIES AND KEY RESPONSIBILITIES

- Full scale project management including designing project models, assigning and allocating resources, scheduling, monitoring, corporate reporting and budget management across a project's full life cycle in order to deliver within scope, on time, on budget and within quality commitments.
- Supporting successful implementation of project deliverables and leading efforts to ensure embedment into BAU.
- Assessing and recommending to the ELT the viability and suitability of new proposed projects.
- Continually ensuring project specific risks are identified, assessed and mitigated, managing dependencies and ensuring delivery is in line with wider organisational objectives.
- Making sure robust controls, monitoring and evaluation are in place for all relevant project deliverables to ensure they are performing as intended and so that financial and operational sustainability can be demonstrated.
- Supporting the creation, embedding and monitoring of performance and outcome measures relating to project deliverables.

- Monitoring and managing interdependencies between projects across the organisation.
- Using learning from evaluations of existing and past projects to continually improve project management and planning skills and expertise in the directorate.
- Developing and maintaining project governance structures and appropriate controls for relevant projects aligned with organisational frameworks – and supporting development and improvement of those frameworks - ensuring up to date and fit for purpose reporting of relevant projects.
- Working collaboratively with key stakeholders and dedicated project teams across the organisation to understand business plans, planned development and to drive optimum ways of working to maximise impact and minimise unnecessary project risks and failures.
- Develop and deliver project management training to teams, and lead on delivering new ways of working, providing expert project advice and assurance to project leads across the organisation.
- Building professional and functional working relationships with key stakeholders, across all levels, to ensure optimum information flow and understanding of key business areas.
- Delivering regular project reports that will inform strategy and decision making across the business, based on our stakeholders and the business' requirements as well as our own specialist knowledge.

### **General Responsibilities**

- Monitor, evaluate and report on the impact of work undertaken.
- Ensure all work aligns with and represents the values and ethos of Women's Aid.
- Ensure that any information shared whilst performing these duties is in line with Women's Aid's data storage and collection protocols.
- Keep the ELT and other relevant staff up to date on all project delivery progress and issues through regular internal briefings.
- Support budget-holders in the proper management of any project budgets and participate in financial management and reporting at departmental level as required.
- To maintain clear and adequate records of work done and to produce reports on work programmes and activities as required.
- Take direction on priorities from your line manager, which may vary from time to time.
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- Abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.
- Be flexible within the broad remit of the post.

### **Other**

- This job may require travel across England, and occasional unsocial hours.

## PERSON SPECIFICATION: Project Manager

### EXPERIENCE

#### Essential:

- Substantial (5+ years) proven experience in project planning and execution, monitoring and reporting on progress, and achievement of objectives.
- Managing multiple projects simultaneously that require high speed, high volume of work and with minimal supervision.
- Development and delivery of complex projects through their full cycle, including in the context of introducing business change.
- Overseeing complex projects with multiple stakeholders within set timeframes.
- Developing flexible project management frameworks to suit organisational needs.
- Influencing, facilitating, engaging, and building trust with internal and external stakeholders including at the most senior levels.
- Writing and producing briefings and reports for a range of audiences.
- Managing large (£50k+) and complex (e.g. cross-cutting multiple teams/functions) budgets.
- Making decisions in ambiguous situations and in the context of changing priorities

#### Desirable:

- Cross-organisational matrix programme management
- Planning and delivering projects for social change, with evaluation and learning as a key component.
- Project management work in a similar not for profit setting.

### SKILLS & ABILITIES

#### Essential:

##### *Planning and delivery*

- Ability to plan and deliver projects within a set timeframe and with clear outputs/outcomes.
- Ability to be flexible and ensure project structures meet the needs of the organisation.
- Ability to work at pace and deliver to deadlines, through planning and managing team resource and prioritising work dependent on organisational need.
- Ability to interpret top-line briefs and turn these into practical action.
- Eye for detail and high level of accuracy. Methodical, rigorous, and structured approach

##### *Judgement and initiative*

- Ability to identify and manage project-based risks and issues, identify key decision points and define options for decision makers.
- Ability to work on own initiative to meet objectives in a complex, changing environment.
- Ability to become rapidly familiar with a complex operating environment and the perspectives and roles of a highly varied group of stakeholders, from service users to funders.

- Ability to understand complex situations or problems and to work with stakeholders to define best possible solution.
- Self-motivated with a demonstrable ability to motivate others.
- A high degree of integrity, tact, diplomacy and brand spirit.

#### *Communications and influencing*

- Excellent verbal and written communication skills, including facilitation and presenting to a wide range of audiences.
- Skilled at negotiation at a strategic and operational level to achieve positive outcomes and in managing internal and external relationships.
- Personal gravitas and ability to influence.
- Strong leadership skills, experienced at leading change and leading without managing.
- Strong consultative and listening skills.
- The ability to work at all levels, both internally and externally.
- Team player – flexible, resourceful, diligent, and tenacious

#### **Desirable**

- Ability to support and guide colleagues with little experience in project management and organisation wide strategic planning.

### **KNOWLEDGE**

#### **Essential:**

- A basic understanding of the experiences and needs of women and children affected by gender-based violence.
- An understanding of the role and work of Women's Aid.
- Knowledge of a variety of project management principles and frameworks.
- Computer literate and proficient in word-processing, spreadsheets and databases, email and Website technology, preferably in a Windows based environment.
- Understands budgetary and financial systems.

#### **Desirable**

- An understanding of the role of Women's Aid's member services.

### **EDUCATION/TRAINING**

#### **Essential:**

- Evidence of ongoing professional development

#### **Desirable**

- Project management qualification.

### **OTHER REQUIREMENTS**

#### **Essential:**

- Able to demonstrate a commitment and sensitivity of the aims and objectives of Women's Aid.
- Commitment to anti-discriminatory practice and equal opportunities.
- Willingness to work occasional unsocial hours as required.
- A willingness to travel across the UK.