The Children's Trust
For children with brain injury

Project Manager

Candidate Briefing Pack

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Registered charity number 288018 TCT_1821 09/24

Dear Candidate

Thank you for your interest in becoming a Project Manager at The Children's Trust.

We are the UK's leading charity for children with brain injury and neurodisability. We deliver rehabilitation, education and community services through skilled teams who work with children and young people, and their families.

We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work.

We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy, and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities, and complex health needs.

As a Project Manager, you will report to the Head of Estates and Health & Safety. Your role will be to the outcomes and requirements of the Estates Strategy, which will range from building improvement projects to developing policy and procedures to support estate objectives.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

Kevin Taylor
Head of Estates and Health & Safety

The Charity

The Children's Trust supports children and young people with brain injury and neurodisability to live the best life possible. From our national specialist centre in Tadworth, Surrey, and through our community services, we provide specialist rehabilitation, education, therapy, care and family support.

Our services include:

- specialist rehabilitation for children with acquired brain injury
- a non-maintained special school, supported by residential provision for children with complex education, health, therapy and care needs
- community-based clinical support for children and young people with acquired brain injury
- online information and resources for families, including our Bumps Happen hub and publications.

Our Tadworth site provides a child and family-focused environment, including residential accommodation, therapy facilities, outdoor space and specialist equipment. We work closely with the NHS, local authorities and other partners to help children transition between hospital, home, school and community life.

The Children's Trust is also the only paediatric centre with a national specialised commissioning contract through NHS England to provide brain injury rehabilitation for children with severe brain injury. Alongside this nationally commissioned work, our services are supported through local health, care and education funding, as well as voluntary fundraising.

Our work is made possible by around 550 committed staff and more than 1,000 volunteers, bringing together expertise across nursing, care, education, therapy, retail, operations, fundraising, communications, HR, finance and other support functions.

Our Strategy: achieving our goals together

The Children's Trust exists to support children and young people with brain injury and neurodisability so they can live the best life possible.

Every year, 40,000 children across the UK experience a brain injury and about 350 sustain a severe brain injury, many with devastating consequences. Some children lose the ability to walk, talk, learn or communicate. Their lives – and the lives of their families – are turned upside down. Their chances to thrive in childhood and beyond are put at risk.

Our 2025–2030 strategy sets out how we will respond to the growing and urgent need for specialist neurorehabilitation for children and young people, deepen our impact and reach more families across the UK.

At the core of our strategy is a bold ambition: to be the UK's leading provider of paediatric neurorehabilitation, transforming outcomes through expertise, compassion and innovation.

Children, young people and families are central to everything we do. This strategy focuses on what matters most to them – their goals, potential and quality of life – while working in partnership with the wider health, education and social care system to create lasting change.

Over the next five years, we will expand and strengthen our services, invest in life-changing neurotechnology, future-proof our outstanding school, and build a sustainable organisation that can help more children, sooner.

By 2030, we want to look back with pride at how far we have come. We want to see how many more children and families we have helped to achieve their goals, whether that's future career aspirations, learning to walk again, being able to speak, or playing with siblings.

"This strategy reflects both the scale of the challenge we face and the strength of our ambition. Demand for specialist neurorehabilitation is growing, and our responsibility is clear: to build on our decades of expertise, invest in innovation and work in partnership across the system to help more children achieve the best possible outcomes, now and in the future."

Mike Thiedke, Chief Executive, The Children's Trust

Our strategic goals to 2030

Our Goals:

- **Goal 1** Delivering safe, effective and high-quality services
- **Goal 2** Enhancing and expanding our neurorehabilitation services
- **Goal 3** Future-proofing our education offer
- **Goal 4** Investing in our people
- **Goal 5** Strengthening our finances

You can find out more about our strategy: achieving our goals together here

Job Description

Job Title	Project Manager
Reporting Manager	Head of Estates and Health & Safety
Direct reports	Associate Project Manager
Level	Manager
Contract Type	Permanent
Location	Tadworth, Surrey
Salary	£41,999 per annum (£33,599 pro rata)
Probationary Period	Five months – this is a regulatory requirement for all new employees of The Children's Trust.
Hours of Work	30 hours per week
Working Pattern	08:00 – 16:00 or 09:00 – 17:00
Hybrid Working	Available for this role, 80 – 20 split with 80% being office based on site. This is a non-contractual informal arrangement; the role holder must be flexible and may be asked to change days to come into the office. Anything outside of this is considered flexible working e.g. fixed day working from home.
Notice Period (after Probation)	8 weeks
DBS	Enhanced with Child Barred List

Job Purpose

The role of Project Manager is to support the outcomes and requirements of the Estates Strategy, which will range from building improvement projects to developing policy and procedures to support estate objectives.

The role will also undertake policy and procedure development and implementation and be responsible for the coordination of the Estates risk register.

You will report to the Head of Estates and Health & Safety, delivering key capital projects to support the delivery of a capital works programme as part of The Children's Trust Estates Strategy. They will also monitor and report on the capex delivery of all other departments within the trust.

Working with stakeholders across different areas of the business as required, the Project Manager will manage the agreed projects through the whole project lifecycle from scope to successful delivery, delivering on time and within budget.

Duties and Responsibilities

Project Management

- Support the Head of Estates in the delivery of the estate's strategy outputs.
- Understand and determine project scope and objectives, ascertaining technical user requirements to develop specifications, cost estimates and timescales for delivery.
- Prioritise projects according to organisational priorities, availability of funds and accessibility to work areas, ensuring that relevant stakeholders are included within discussions.
- Manage capital works and small works in accordance with the capital project process.
- Measure project performance / outcomes using appropriate tools and techniques, working with key stakeholders to define project outcomes and milestones.
- To undertake other or additional duties that are within your skills and abilities, as the organisation may reasonably require from time to time.
- To manage all moves, adds and changes to all areas of the Trust.

Contractor Management

- Ensure all contractors are appropriately vetted, inducted and monitored in accordance with organisational contractor management procedures.
- Verify contractor competence, insurance, training and statutory documentation prior to commencement of works.
- Monitor contractor performance and address health and safety non-conformances.
- Ensure contractors comply with safeguarding requirements, site rules and supervision arrangements when working in areas occupied by children and young people.

Health, Safety and Compliance

- Promote a positive health and safety culture across all projects and estates activities.
- Ensure compliance with all relevant health, safety, fire, environmental and statutory requirements.
- Support compliance with CDM Regulations and organisational project governance processes.
- Review and approve contractor risk assessments, method statements and permits to work as required.
- Monitor contractor performance and undertake site inspections to ensure safe delivery of works.

- Ensure projects do not adversely affect the safety, wellbeing or safeguarding of children, families, visitors or staff.
- Maintain project risk registers and escalate significant risks through appropriate governance structures.
- Support incident investigation and implementation of corrective actions
- Ensure all project documentation, certificates, health and safety files and compliance records are accurately maintained.
- Adheres to all Health and Safety guidelines, principles, and regulations to perform your role and comply with The Children's Trust policies and procedures.

Governance

- Ensure project documentation is complete, current and appropriately stored.
- Procurement and engagement of contractors and services in accordance with financial regulations and TCT policy.
- Track costs and manage any variations throughout the project life cycle, ensuring each project is delivered within budget.

Skills and Responsibilities

- You will be responsible for delivering agreed projects within their remit and to budget, with spend approved by the individual with the appropriate authority.

Management of self and others

- You will be expected to be a self-starter, who can set their own priorities and manage their own workload within time constraints.
- You will be expected to deliver projects within their agreed parameters, escalating any deviations to the agreed scope within regular project management meetings, or Head of Estates as appropriate.
- Plan projects to minimise disruption and risk to children, families, visitors and staff.
- Coordinate works to ensure continuity of clinical, educational and residential services.
- Undertake project-specific risk assessments where works may impact vulnerable service users.
- You will highly value collaborative working to assure projects are well co-ordinated delivering their objective while aligning to operational teams needs.
- Undertake line management responsibilities, including regular supervision, performance reviews and professional development discussions.

Professionalism

- Takes action and raises concerns.
- Adhere to the policies and procedures of The Children's Trust.
- Maintain professional boundaries and professionalism at all times.
- Committed to demonstrating the organisations values and behaviours at all times.

Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and other.

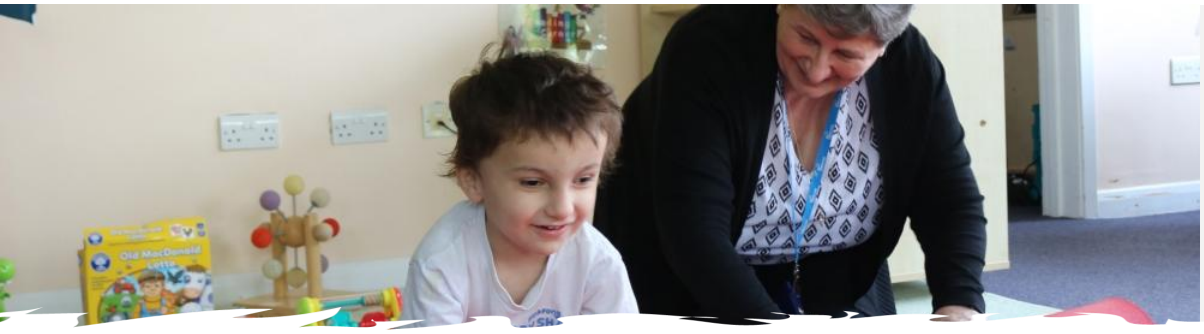
Organisation and Structure

Person Specification

Selection Criteria:		Essential or Desirable
Education & Qualifications	• A good standard of education (to A level or equivalent as minimum) and/or relevant industry experience. • PRINCE 2 or other project management qualification. • Membership of an appropriate professional body. • NEBOSH General Certificate	**Essential** **Desirable** **Desirable** **Desirable**
Experience	• Proven project management experience in managing estates and facilities projects including planning, prioritisation, risk / issue management benchmarking, trouble-shooting and progress tracking. • Previous experience delivering operational improvement projects. • Previous line manager experience	**Essential** **Essential** **Desirable**
Skills & Knowledge	• Strong project management skills including planning, prioritisation, risk / issue management, benchmarking, troubleshooting and progress tracking. • Good understanding of UK health and safety legislation relating to estates and construction activities. • Knowledge of CDM Regulations and contractor management. • Ability to complete thorough research and analysis and draw measured and balanced conclusions. • Effective communication skills (both written and verbal). • Ability to monitor and control project budgets.	**Essential** **Essential** **Desirable** **Essential** **Essential** **Essential**
Personal Qualities	• Commitment to the vision and values of The Children's Trust. • Flexible and 'can do' attitude to competing commitments in workload. • Highly motivated and reliable. • Ability to cope working in a demanding environment. • Commitment to maintaining personal wellbeing and the wellbeing of colleagues.	**All Essential**

Commented [MM1]: Definitely estates projects - could we be more flexible?

Commented [MM2]: Lots here all essential?



Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information. It is an offence to apply for a role in regulated activity with children and young people if the applicant is barred from engaging in regulated activity relevant to children and vulnerable adults.

Equity, diversity & Inclusion

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see: https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-Inclusion
To help us achieve our ambition to give children and young people with brain injury and neurodisability the opportunity to live the best life possible, we want to accurately reflect the UK's diverse population. We want equity, diversity and inclusion to be at the heart of everything we do, and our people, services and culture to reflect the diverse needs of all. Through our diversity and inclusion strategy, we have made a commitment to increase the diversity of our charity and create an inclusive culture. We have networks across the organisation working to ensure that these aims are met - including an LGBTQIA2S+ group, Ethnic Diversity Group, and Spark – our broad EDI group. Read more about our EDI work

We welcome applications from all who share our ambition regardless of background. We will strive to ensure that any reasonable adjustments are made in respect of interview and working arrangements.

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.