



## **VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.**

<b>JOB TITLE:</b>	Project Manager
<b>RESPONSIBLE TO:</b>	Head of Operations and Resources
<b>DEPARTMENT:</b>	Communications and Fundraising
<b>INTERNAL RELATIONSHIPS:</b>	Communications and Fundraising department, Finance, People and Culture, Baptist House
<b>EXTERNAL RELATIONSHIPS:</b>	Printers and merchandise suppliers, mailing and fulfilment companies, freelance creatives and web providers, mission workers, external consultants
<b>LOCATION/TRAVEL TO:</b>	Didcot/Homebased
<b>JOB TYPE/HOURS:</b>	Full time, permanent
<b>GRADE:</b>	5

## **JOB OVERVIEW**

The Project manager role is responsible for the smooth running of projects and publications within the Communications and Fundraising department. Working as part of the Operations and Resources team, this role manages scheduling and project management. Making sure from initial idea through to final delivery that deadlines are met and standards maintained.

This role is responsible for the management of the production of resources for supporters, controlled through the department production schedule. This role also manages the process of mailing and distribution of resources. This role does not directly line manage anyone but matrix manages many members of the department when working on specific projects. This role is also the main interface for BMS in liaising with printers and suppliers to commission work and negotiate on costs.

This role also provides guidance and technical advice on project design, project management, printing and project costs.

# ROLE AND RESPONSIBILITIES

## 1. PROJECT MANAGEMENT

- To assist colleagues with the planning and scheduling of new projects
- To take a lead on projects when agreed with the Communications management team
- To take a lead on projects working with external consultants/service providers
- To co-ordinate the production of design for day-to-day jobs and projects from outside the Communications department
- To provide specialist advice on materials, printing processes and financial estimates

## 2. PRODUCTION

- To run the department production schedules and processes
- To create bespoke production schedules for projects and publications
- To liaise with key staff to ensure that the overall portfolio of resources meets corporate guidelines, quality standards and delivery deadlines
- Negotiate and support colleagues when projects encounter problems
- To oversee the sign-off process to ensure that resources have the appropriate level of approval before publication
- To organise the supply, distribution and mailing arrangements for resources including complex and segregated appeal mailings
- To ensure we have all the necessary contracts and data sharing agreements signed with our printers and suppliers

## 3. PRINT

- To be the liaison between our external printers and suppliers. Negotiating and raising complaints when necessary
- To collate briefs for print requirements
- To acquire merchandise and BMS bespoke gifts from suppliers
- To put together print specifications, obtain quotes and book in jobs
- To co-ordinate the highly complex magazine print and mailing process of approximately 20,000 magazine packages

## 4. FINANCES

- To decide on the best printers and suppliers based on the price. Negotiating on prices
- To review various resource invoices
- To negotiate good printing and mailing deals with our supplies

## 5. PRAYER LETTERS

- Liaise with our external contractor on troubleshooting and upgrades to the prayer letter system

## 6. LEADERSHIP AND MANAGEMENT

- This role does not directly line manage anyone but matrix manages many members of the department when working on specific projects
- Work in accordance with BMS values, policies and procedures

## 7. OTHER DUTIES

- Participate in the development of organisational culture through staff away days, organisational events, training, and consideration for those we serve overseas and our UK supporter base.
- Such other duties as your line manager may from time to time consider necessary
- Specific learning and development opportunities that support organisational development
- Specific learning and development as agreed with your line manager related to your role

# PERSON SPECIFICATION

## SKILLS, KNOWLEDGE AND EXPERIENCE

### **Essential**

Project management qualification

Project management experience

Excellent interpersonal and communication skills

Strong organisational skills

Demonstrable experience of working as part of a team on a project from planning to delivery

A good level of expertise in the use of the Microsoft Office suite

Good attention to detail

Self-motivated and ability to prioritise and handle various projects in a highly challenging environment

Fluency in English with excellent writing and speaking in both

### **Preferred**

Previous experience in a faith-based charity

International experience

Demonstrable experience working within teams

Experience of managing budgets

Understanding of BMS and church life

## PERSONAL QUALITIES

### **Essential**

Confident and approachable

Flexible and adaptable

Mature, faithful and professional approach to the task and the team

Have the highest level of integrity and standard of excellence

Personal values aligned with BMS' mission, values, and goals

Be comfortable working in an organisation whose approach to bringing justice and compassion is inspired by Jesus.

Keep up-to-date on relevant specialism, qualification

## SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK

The job-holder must be fully in sympathy with the BMS vision statement.

## SAFEGUARDING:

A basic for adult regulated activity DBS check is required

### **APPROVED BY LINE MANAGER:**

**Geneve Neil**

**Date:**

**4 December 2024**

### **REVIEWED BY DIRECTOR:**

**Helen Harris**

**Date:**

**10 December 2024**