

Job description

IT Project Manager

Reporting to:	Head of IT & Data
Staff responsibility:	N/A
Salary:	£37,200 per annum plus London weighting if applicable (home address within M25 perimeter) Contributory pension scheme
Location:	Remote
Holiday entitlement:	27 days plus three discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Full time, 35 hours a week. The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy
Contract:	18 months fixed term contract

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We currently have around 90 staff based in England, Wales Scotland and Northern Ireland.

Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious strategy, [On a Mission](#). There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a future where nobody dies of bowel cancer.

Job summary

The IT Project Manager oversees the planning, implementation, and tracking of assigned IT projects within an organisation. They're responsible for managing the project team, ensuring projects are completed on time, within budget and meet quality standards. The IT Project Manager serves as a liaison between various stakeholders, including clients, internal teams and vendors, to ensure effective communication and collaboration throughout the project lifecycle. They also identify and mitigate risks, resolve issues and provide regular progress reports to stakeholders.

Main responsibilities

- Develop and maintain comprehensive project plans, including scope, objectives, timelines and resource allocation
- Support prioritisation of projects in line with strategic alignment, operational requirements, feasibility and value for money
- Lead and coordinate project teams, assigning tasks, and providing guidance to ensure project deliverables are completed on time and within budget
- Communicate effectively with stakeholders to manage expectations, address concerns, and ensure alignment with project goals
- Identify and mitigate project risks, proactively resolving issues to minimize disruptions and delays
- Monitor project progress and quality, ensuring adherence to established standards and requirements
- Manage project budgets and resources, tracking expenses and utilisation to ensure optimal allocation
- Identify indirect impacts to other projects in other areas for example resource allocation
- Facilitate change management processes, assessing and implementing adjustments to project scope, schedule, and requirements as needed
- Maintain accurate project documentation, including plans, status reports, and meeting minutes, to support project transparency and accountability

Other duties

- Work closely with stakeholders to define project requirements, objectives and success criteria, ensuring alignment with organisational goals
- Conduct regular project status meetings and produce reports, providing updates on progress, milestones achieved and upcoming tasks
- Encourage a culture of continuous improvement within the project team, fostering feedback, lessons learned and sharing best practices to enhance project delivery effectiveness
- Other duties as required by the Head of Data & IT

Person specification

Qualifications and experience

- Proven experience managing IT projects
- Strong leadership and team management skills, with the ability to motivate and inspire cross-functional teams
- Excellent communication and interpersonal skills, enabling effective interaction with stakeholders at all levels
- Proficiency in project management methodologies and tools, such as Agile, Scrum, or Waterfall
- Familiarity with project management software and tools, such as Microsoft Project, JIRA, or Asana
- Relevant project management certifications such as PMP, PRINCE2, or Agile certifications are advantageous
- Strong analytical and problem-solving abilities, with a focus on delivering results

Personal qualities

- Adaptability
- Effective Communication

- Problem-Solving Skills
- Leadership

Safeguarding

Safeguarding is everyone's responsibility and we're committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory, basic or enhanced disclosure from the Disclosure and Barring Service (DBS - UK), (PVG – Scotland) or Access (NI) dependent upon the role. There is no cost to you and will be processed on your behalf.