

Job Description

Job title	Delivery and Partnerships Lead	Department	Core Team
Reports to (job title)	Senior Delivery & Partnerships Lead	Section	JRF
Location	York/London/Hybrid	Grade	H
Date	April 2024		

Purpose of job

To create an environment that enables multidisciplinary project teams to succeed in their goals.

To apply the most relevant delivery and project management tools and techniques to the work of project teams to deliver strategic projects that are a high priority to the organisation's mission.

To provide critical administrative and logistical support to the projects in their portfolio, such as the organisation and delivery of roundtables and internal workshops, scheduling and taking notes at project meetings, co-ordination of open tender processes or other initiatives crucial to moving a project forward.

To work proactively to embody and advance the values of equality, diversity and inclusion in our work.

To contribute to relevant project teams/work streams set up by the Head of Core Team to deliver cross-JRF team events, new initiatives and/or develop, embed and manage efficient business processes to ensure effective running of the system as a whole

Scale and Scope

Reports to: Senior Delivery & Partnerships Lead

Budget responsibility: supporting delivery of projects ranging in value from £20k - £1million

People responsibility: able to motivate team members over whom you have no formal line management responsibility. Delivery teams may be made up of cross-organisational members including Directors, Heads of, specialist roles within CPE and I&P, and external partners.

Decision making: Choose the right tools and systems to enable the project team to operate effectively and also working closely with the Head of Core Team to design systems that will work for the organisation.

What defines success in the role

Being fully vested in the success of projects from initiation to close: foster engagement and resilience within the project team by demonstrating consistently a strong belief in the value of the project and the contributions of team members.

Setting clear expectations around the project: ensure objectives are well understood by internal and external stakeholders, progress is communicated regularly, and each team member has a clear work plan depending upon projects requirement and member expertise.

Anti-racism organisation: Proactively look for opportunities to embed JRF's commitment to becoming an anti-racist organisation through its practices and behaviours.

Excellent resource management: prepare budgets based on project scope; construct the right team (internally or externally), work with the procurement team to set up contracts with external vendors, ensuring timely delivery of agreed products/services.

Encouraging of accountability and growth: Track performance throughout the lifecycle of the project to ensure both short-term and long-term goals are being met and perform regular assessments with the team to identify areas for improvement.

Able to blend technical competency with strong people skills: able to remain calm in the face of a changing environment, and support the evolution of projects in the context of an uncertain and fast changing context.

Matching tools to the task: Use the right tools and techniques for individual projects.

Offering high quality support to project leads: in cases where capacity allows, be willing to assist project leads in CPE and I&P (who are working without a delivery manager) to keep their projects moving forward, especially as it relates to managing external relationships.

Knowledge, skills and experience

Essential Criteria: Knowledge, Skills, and Experience

Criteria	How assessed
Proven working knowledge of various delivery and project management tools and techniques.	A (Application), I (Interview)
Knowledge and understanding of the key elements of a diverse and inclusive organisational culture	A
Proven track record of delivering complex projects simultaneously	A, I
Experience of managing relationships and negotiations about resource allocation including excellent influencing and persuasive and diplomacy skills.	A, I

Experience of spotting emerging issues and working autonomously to manage them effectively with the ability to problem-solve	A, I
Track record of being an excellent team player and actively contributing to team objectives.	A
Experience in managing multiple stakeholders ensuring appropriate communication and engagement	A, I
A proven warm and professional approach to building and sustaining collaborative relationships with a wide range of people, including partners, contractors, and colleagues at all levels of the organisation.	A, I
An ability to remain highly organised in a fast-paced environment with excellent attention to detail, and able to identify and prioritise tasks on behalf of multiple cross-organisational teams, and work at speed and with accuracy.	A, I
An excellent collaborator, keen to listen, learn and contribute to group discussions.	A, I
Excellent IT skills, including MS Office, online meeting software, and collaboration tools such as Trello, Miro.	A, I

Desirable Criteria

Criteria	How assessed
Good understanding of poverty-related issues and JRF's strategy	A
Oversight of multiple workstreams for teams across the organisation	A
Experience of building and managing ad hoc teams to work effectively	A
Strong written and verbal communication skills with the ability to tailor material for different audiences.	A

Values

The postholder will be expected to demonstrate the organisation's values and behaviours outlined in detail in JRF/ JRHT's 'Values and behaviours' booklet.

We are built on trust

We demonstrate this by:

Acting with integrity – doing the right thing in the right way, delivering on promises and being open to challenge.

Always improving – making positive suggestions to improve our services and our work, embracing change and encouraging others to do the same, and learning from mistakes, sharing that learning and making changes.

Communicating well – giving others relevant information in a confident and knowledgeable way, updating people when required and listening carefully.

We show we care

We demonstrate this by:

Being supportive – looking after the health and wellbeing of yourself and others, showing people you care through your actions and being supportive and offering advice, or connecting people to places where they can access it.

Being Inclusive – treating everyone fairly so everyone feels welcome and valued, and challenging discrimination and unfairness when I see it - in others and myself.

Showing respect – treating others with kindness and respect, seeking feedback and receiving it openly, and apologising when you make a mistake.

We make a difference

We demonstrate this by:

Working together – being reliable and completing my own work, providing positive and constructive feedback, and working well with others, both within your team and in other teams.

Outcomes focused – by focusing my time and energy on an agreed outcome, playing my part in measuring progress, and when considering issues and problems, coming up with solutions.

Resourceful – by making the most of the resources available, respecting people's time and anticipating problems and thinking creatively to solve problems.