

## JOB ADVERT:

# Project Manager

<b>Location:</b>	Remote (UK based)
<b>Salary:</b>	£42,750 per annum
<b>Length of contract:</b>	Fixed Term until 31 March 2025
<b>Hours per week:</b>	37
<b>Reports to:</b>	Head of Strategic Programmes
<b>Closing date:</b>	TBC – 30 <sup>th</sup> April 2024
<b>Interviews:</b>	w/c 6th May or w/c 13th May 2024

## Who are Women's Aid?

Women's Aid is the national charity working to end domestic abuse against women and children. We are a federation of over 170 organisations which provide just under 300 local lifesaving services to women and children across England. For almost 50 years we have campaigned on behalf of our members and survivors to shape policy and practice, and to raise awareness of domestic abuse.

## Purpose of the Project Manager role:

As Project Manager, the successful candidate will play an integral role in working 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.

You will support the Head of Strategic Programmes to effectively schedule and monitor the projects, programmes and core business activity across the organisation, in line with our key strategic goals.

## Key duties and responsibilities of the Project Manager:

- Full scale project management of key strategic projects across a project's full life cycle, to deliver within scope, on time, on budget, and within quality commitments. This includes designing project models, allocating resources, scheduling, monitoring, stakeholder communications, reporting and budget management.
- Assessing and recommending to the senior leadership team the viability and suitability of new proposed projects.
- Continually ensuring project specific risks are identified, assessed and mitigated, and escalating to senior managers as appropriate.
- Supporting the creation, embedding and monitoring of performance and outcome measures relating to project deliverables.
- Monitoring and managing interdependencies between projects across the organisation, and ensuring that projects are delivered in line with Women's Aid's strategic objectives.
- Building professional and functional working relationships with key stakeholders, across all levels, to ensure optimum information flow and understanding of key business areas.

## What we are looking for in our Project Manager:

### Essential:

- Substantial (5+ years) proven experience in project planning and execution, monitoring and reporting, and achievement of objectives.
- Experience managing large (£50k+) and complex (e.g. cross-cutting multiple teams/functions) budgets.
- Ability to work at pace and deliver to deadlines, prioritising work depending on organisational need.
- Ability to interpret top-line briefs and turn these into practical action.
- 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
- Excellent verbal and written communication skills, including facilitation and presenting to a wide range of audiences
- Knowledge of a variety of project management principles and frameworks.
- Commitment to anti-discriminatory practice and equal opportunities.
- Willingness to travel across the UK on occasion, as required by the job role
- 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, and commitment to its values.

### Desirable:

- Project management qualification.
- Cross-organisational matrix programme management.
- Project management work in a similar not for profit setting.

### Benefits of joining us as our Project Manager include:

- **Generous Annual Leave:** 25 days + 2 Company Holidays + 8 UK Bank Holidays, with an extra 1 day per year after 1 year of service, up to a maximum of 5 additional days.
- **Valuable Pension Benefits:** a generous 7% employer contribution.
- **Flexible Working:** remote working, a generous TOIL scheme, and family-friendly policies
- **Wellness and Support:** including a cycle to work scheme, free optician check-ups, annual flu vaccines, access to a 24-hour employee assistance counselling helpline, a 'Headspace' app for mindfulness, and 'Reflective Practice' sessions.
- **Making a genuine difference,** in a rewarding role where your work will directly result in helping Women's Aid to be able to provide lifesaving services for women and children across England.

### How to apply?

- **Please submit your CV and a Cover Letter.** Your Cover Letter should be no more than 2 pages long and should include a summary of your reasons for applying for the position. You should also include details of how your skills, behaviours and experience meet those necessary for the role, as listed in the Job Description and Person Specification.

- **Please ensure that you also complete the EDI form and send all completed paperwork to [recruitment@womensaid.org.uk](mailto:recruitment@womensaid.org.uk).** (Please clearly mark your name and the role title in the subject line of your email).

**NB:**

- **Women only need apply under schedule 9 (Part 1) of the Equality Act 2010**
- If you have been shortlisted for interview, you will be informed by email. Regrettably, we are normally unable to acknowledge unsuccessful applicants.
- We reserve the right to close a recruitment campaign earlier than the advertised closing date if a high volume of responses are received.
- All posts, including remote posts, must be based in the UK.
- **Women's Aid is committed to quality, equality, and valuing diversity.** Applications are particularly welcome from Black and minoritised women.
- **We are a Disability Confident employer.** We guarantee to interview all disabled applicants who meet the minimum criteria for vacancies. For an informal chat about your needs or to receive the application pack in another format, please email [recruitment@womensaid.org.uk](mailto:recruitment@womensaid.org.uk).
- **Please read our Single Sex Statement here: [Women's Aid: Single sex services statement - Women's Aid \(womensaid.org.uk\)](#)**