# Security Project Manager

Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

We are seeking an experienced Security Project Manager to work across our Digital and Technology department. This is a great opportunity for a talented individual with excellent organisational and stakeholder engagement skills, who is experienced in delivering projects and providing project management to teams who are delivering a range of both simple and complex projects.

You will own, plan, manage and deliver multiple security-focused projects in parallel across Age UK working with cross functional teams ensuring that projects are fully scoped and delivered to time, cost and quality on agreed objectives and meets user needs. You will have a deep understanding of digital technologies, project management expertise, and a strong focus on security protocols and measures. You will be familiar with best practice standards such as the NCSC guidelines, ISO27001 and NIST.

Working in alignment with the PMO requirements, you will manage project dependencies, risk, issues, resources etc and ensure the outputs of the
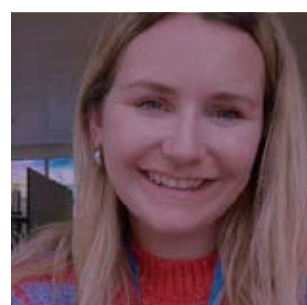
'Working in the Digital & Technology team at Age UK is enjoyable and rewarding. You get to work on a variety of projects as part of a collaborative, friendly team whilst making a difference to the lives of those who need us most.'

Molly
DIGITAL PROJECT MANAGER

Our values

WE ARE BOLD
In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

WE ACT TOGETHER
With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSSED
On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

project contribute to outcomes and delivers benefits.

As an excellent communicator with excellent stakeholder engagement skills, this is an opportunity for you to use your previous project experience to build effective and productive working relationships, both internally and externally, with a diverse range of senior stakeholders. Creative and innovative in your approach to problem solving, you will be self-motivated and able to work independently with the ability to analyse complex information and communicate it in a straightforward way to a diverse audience.

Collaborative working will be essential and so this role will appeal to someone with great interpersonal skills who is able to engage with our wide range of stakeholders to achieve the best outcomes for the charity.

What you'll do for us:

Experience
- Lead and drive security-focused projects from initiation to completion.
- Implement industry best practices and standards for cybersecurity in all digital initiatives.

Project Planning and Execution:
- Develop comprehensive project plans, outlining timelines, milestones, and resource requirements.
- Ensure the successful execution of projects within scope, on time, and within budget.

Risk Management:
- Identify, assess, and manage risks related to security in digital projects.
- Implement proactive measures to mitigate potential security threats.

Stakeholder Engagement:
- Engage with cross-functional teams, internal stakeholders, and external partners to ensure alignment with security objectives.
- Communicate clearly and effectively with technical and non-technical

Location
Remote / hybrid

People management
No direct reports
Note: Project Manager will have matrix style management of project with cross functional team members

Division
Shared Services

ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Security Project Manager

stakeholders on security matters.

Security Architecture Oversight:
- Collaborate with security architects to ensure that project solutions align with established security architecture principles.

Compliance and Regulations:
- Stay abreast of relevant security compliance requirements and regulations.
- Ensure that all digital projects comply with applicable security standards.

Vendor Management:
- Coordinate with third-party vendors to assess and integrate security solutions.
- Evaluate and select vendors based on security considerations.

Security Incident Response:
- Develop and maintain incident response plans for security-related incidents.
- Lead and coordinate responses to security incidents, ensuring a timely and effective resolution.

Security Awareness and Training:
- Promote a culture of security awareness among team members.
- Conduct training sessions to enhance the security knowledge and skills of the project team.

General:
- Own, manage, drive, deliver data projects across Age UK working with cross functional teams ensuring that projects are fully scoped and delivered to agreed time, cost, quality and ensure objectives are met.
- Communicate project status to project and programme boards and other relevant stakeholders.
- Create, developing, update, and maintain project plans, progress

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We're an Age-friendly Employer

enei

disability confident

reports, risks, decisions and issues registers, actions and dependencies logs, highlight /status reports, managing dependencies, and other documentation such as business case.

- Lead on any duties which are needed for project delivery e.g. procurement, organising events, meetings management, communications to stakeholders, and engaging in business activities to ensure the success of the project outcomes.
- Manage project documentation storage and access, including use of Sharepoint and Teams environments. This includes ensuring strict version control, naming conventions and overall auditability are adhered to.
- Set up and run/chair project board meetings, ensuring all paperwork is collated, up to date and disseminated in timely fashion. Put together relevant minutes, update entries to registers and progress follow-on actions.

Must haves:

Experience

- Proven experience as a Project Manager, with a focus on security in digital and technology projects.
- Strong understanding of cybersecurity principles and practices.
- Familiarity with security frameworks and standards (e.g., NIST, ISO 27001).
- Ability to lead and motivate cross-functional teams.
- Experience in managing projects related to cloud security, network security, and application security.

Skills

- Problem and issue resolution.
- Good understanding of Security Projects in a Digital and Technical space.
- A good understanding of Information Technology in a large organisation and how it can be used to improve the business's efficiency and effectiveness.

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Security Project Manager

- Ability to plan, organise and prioritise work using initiative to work to deadlines.
- Ability to communicate (verbally and in writing) effectively at all levels internally and externally.
- Ability to work accurately and to a high degree of detail.
- Good problem solving, analytical and communication skills.
- Ability to liaise with staff at different levels and in different disciplines in an organisation.
- Produce Project reports, plans management information and statistics, financial reporting as required.
- Prepare formal and informal project progress reports, resource utilisation, forecasts etc.
- Collating and presenting performance management information.

Great to haves:

- Project Management Professional (PMP) certification is highly desirable.
- Excellent communication and interpersonal skills.
- Ability to lead and motivate cross-functional teams.

Any other details:

Personal attributes

- High levels of initiative – capable of working in a logical manner without close supervision, but also knowing when escalation or approval is necessary.
- Committed to equality of opportunity and understanding of diversity issues.
- Organisation skills – time management, managing priorities and meeting deadlines.
- Excellent Stakeholder engagement skills
- Multitasking, interpersonal and negotiation skills
- Strong customer focus and excellent team worker.
- A willingness to acquire additional skills and knowledge as required.
- Ability to react quickly to changing events and to respond professionally.

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- Able to work on own initiative and organise, plan and project work without supervision.
- Able to contribute to teamwork and demonstrate flexibility in working as part of a team.
- Excellent communication skills, both written and verbal.
- Ability to consult, collaborate and influence colleagues throughout the organisation.
- Good communicator with good level of negotiation, influencing and presentation skills, especially where communicating technical issues or solutions to non-technical colleagues.
- Strong organisational skills, able to work efficiently
- Ability to problem solve, to be adaptive and flexible in approach and to be solution-focussed.
- Ability to think innovatively and drive forwards change and implement plans.
- A team player with the ability to build relationships and work effectively with a wide range of people.
- Ability to understand and monitor external and organisational contexts.
- Ability to think innovatively and drive forwards change and implement plans.
- Understanding of technology in the context of Charity sector's users.

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