

Job Description

Job title	Senior Delivery and Partnerships Lead	Department	Core Team
Reports to (job title)	Head of Core Team	Section	JRF
Location	London/York	Grade	I
Date	12 March 2024		

Purpose of job

Lead on creating environments 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 and lead on sharing this learning within the Core Team and wider.

To provide critical administrative and logistical support to the projects in their portfolio (including proposing ways of working, tools and techniques of delivery management that work best for the project team), 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.

To delegate on behalf of the Head of Core Team when required and work with them on our team culture and values, and our overall systems & processes.

Scale and Scope

Reports to: Head of Core Team

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

People responsibility: line management of two Delivery & Partnership Leads as well as the ability 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 projects: 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. Working with Head of Core Team on resource planning within the Delivery & Partnership team.

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. Sharing the learning (including ways of working, tools and tech) with others.

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, bringing a solutions-focused approach to any issues that arise and developing this within the Delivery & Partnership Lead roles.

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

Leadership to the Delivery & Partnership Leads: Line management of two Delivery & Partnership Leads. This includes working closely with team members to maintain an overview of workloads to inform the Head of Core Team on resource planning and management. Work with team members to ensure the service provided is seamless and smooth (re-designing processes where necessary). Responsibility for all team members learning & development/line management requirements.

Knowledge, skills and experience

Knowledge

- Demonstrable working knowledge of various delivery and project management tools and techniques.
- Good understanding of poverty-related issues and JRF's strategy
- Knowledge and understanding of the key elements of a diverse and inclusive organisational culture

Experience

- Extensive experience of delivering complex projects simultaneously including clear understanding of financial processes and budget tracking.
- Demonstrable experience of leading on managing relationships and negotiations about resource allocation including excellent influencing and persuasive and diplomacy skills.
- Experience of proactively spotting emerging issues and working autonomously to manage them effectively with the ability to problem-solve
- Track record of being an excellent team player and actively leading and contributing to team objectives.
- Experience of building and managing ad hoc project teams to work effectively.
- Oversight of multiple workstreams for teams across the organisation and leading on ways of working across these.
- Significant experience in managing multiple stakeholders ensuring appropriate communication and engagement.

Skills

- Strong written and verbal communication skills with the ability to tailor material for different audiences.
- A team player with a warm and professional approach who can build strong and effective personal relationships across JRF as well as with a wide range of external partners at all levels.
- Strong diplomatic and negotiation skills. 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.
- An excellent collaborator, keen to listen, learn and lead/contribute to group discussions.

- Positive approach to change and continually striving for improvements in performance within the Delivery & Partnership team and more generally within the wider Core Team.
- Excellent IT skills, including MS Office, online meeting software, and collaboration tools such as Trello, Miro.

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.