



JOB DESCRIPTION

Job Title	Technology Project Manager
Location	London
Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation, and displacement, in the occupied Palestinian territory and Lebanon
Hours	35 Hours per week
Reporting to	Head of Technology
Responsible for	n/a
Salary	£46,248
Key Internal relationships	Members of various project teams, key internal stakeholders
Key External relationships	Solution vendors/suppliers
Contract	1 year FTC

JOB PURPOSE

The Technology Project Manager role at MAP will be responsible for overseeing the successful planning, execution, and completion of technology-driven projects that enhance our organisational capabilities and support our mission.

You will leverage your expertise to lead cross-organisational project teams, coordinate resources, both internally and externally, and ensure that projects are delivered on time, within scope, and budget. The role is pivotal in driving innovation, improving operational efficiency, and ensuring that our technology initiatives align with our strategic objectives, ultimately enabling us to better serve our beneficiaries.

MAP currently has a growing list of technology projects that it aims to commence, which will require varying levels of input from this role.

MAIN RESPONSIBILITIES

Project Planning and Management:

- Define project scope, goals, and deliverables that support organisational goals in collaboration with project team members and key stakeholders.
- Manage project timelines, budget, and resources.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Support each project with project administration - setting up meetings, providing updates & minutes to all concerned.
- Lead, coach, and motivate project team members on a proactive basis.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Conduct project post-mortems and create recommendations report in order to identify successful and unsuccessful project elements.

Risk Management:

- Identify and manage project dependencies and critical path.
- Develop and implement risk mitigation strategies.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.

Quality Assurance:

- Ensure that projects are delivered on time, within scope, and within budget.
- Oversee quality control throughout the project life cycle.
- Manage project performance and ensure adherence to standards and methodologies.

SKILLS, EXPERIENCE & CANDIDATE ATTRIBUTES

Experience & Certifications/Qualifications:

- Experience in working in the NGO/Charity sector, particularly with digital transformation and organisations scaling up.
- PMP, PRINCE2, or similar project management certification preferred.
- Substantial Demonstrable experience in project management, in an IT environment.

Skills and Competencies:

- Strong understanding of project management methodologies and tools
- Excellent leadership, communication, and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Proficient in project management software
- Ability to manage multiple projects simultaneously and work under tight deadlines.
- Experience in information management, information security, business intelligence and programme management disciplines
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Flexibility:

- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends.

Ethos:

- Support the mission & values of MAP.
- Support and promote diversity and equality of opportunity in the workplace.
- Represent and be an ambassador for MAP.
- Commitment to anti-discriminatory practice and equal opportunities.
- An ability to apply awareness of diversity issues to all areas of work.
- Abide by organisational policies, codes of conduct and practices.
- Commitment to upholding the rights of people facing disadvantage and discrimination.
- Commitment to a zero-tolerance policy on sexual exploitation & abuse/safeguarding.

Other desirable experience:

- Experience of not-for-profit/INGO environments
- Experience with humanitarian issues, particularly those in Palestine.