



Job description

Job title: Project Manager

Reports to: Campaign Manager

Department: Marketing and Communications

Hours: 21 Hours per week (we are flexible with how this may work for you)

Contract: Fixed Term for 12 months

Salary: £22,800p.a. pro-rata (£38,000p.a. FTE)

Location: Office/hybrid based, within the borough of Kirklees

1. Purpose of the job

Keep Britain Tidy is the nation's favourite environmental charity, campaigning on a range of environmental issues, effecting change at both a local and national levels.

We are seeking an experienced and dynamic project manager to deliver a behaviour change pilot campaign. Working in a busy marketing and communications team, the project manager will work to marry our organisational expertise with passion for environmental change to solidify our position as a thought leader in the sector and beyond.

The ideal candidate will have a penchant for forging meaningful relationships and a have a 'can do' attitude.

This dynamic new role will focus on the following key areas:

- Overseeing the planning, delivery and evaluation of a new innovative behaviour change and community engagement campaign
- Line managing a project officer, forming a project team
- Building relationships with external partners and organisations
- Working with the wider Keep Britain Tidy team to harness expertise and insight to drive decisions
- Supporting the campaign manager to engage with external audiences and stakeholders.

2. Budget responsibility and decision making

Responsible for working with the campaign manager to deliver workstreams within allocated budget, maintaining records and processing payments.

3. Principal accountabilities

- Working with the campaign manager to deliver and evaluate a discrete campaign project
- Project managing the delivery of the project including;
 - Creating and maintaining project management documentation, such as operational plans, schedules and risk logs.
 - Liasing with various partners and contractors to ensure successful delivery of the project
 - Managing project spend and reporting monthly to the campaign manager
- Line-managing a part-time project officer
- Developing high-quality monthly reporting about the project to update a range of stakeholders as required
- Collaborate with the Keep Britain Tidy campaign manager and director of communications to devise and deliver a project marketing plan.
- Working with internal teams to harness expertise and insights to drive the project forward
- Work with external stakeholders, identifying opportunities to amplify the project
- To undertake other tasks from time to time as requested by the campaign manager
- To be responsible for the Health and Safety of themselves and other direct reports, to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained.

4. Supervision of employees – complexity of ‘leadership’, number of direct reports, reporting level

- One direct report
- Reports to campaign manager.

5. Contact with others – level of customer contact internal/external

- To manage relationships with stakeholders including community groups, businesses, schools, local authorities, suppliers and corporate partners.
- To consult with other teams, working in partnership where appropriate, to ensure all key stakeholders can contribute.

6. Major challenge of the job

- To oversee the day-to-day operational delivery of a discrete campaign.

Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Experience of project management, including creating and maintaining project management documentation, such as operational plans, schedules and risk logs.	✓		Application and interview
Experience of managing partner relationships across a variety of stakeholders with different expectations.	✓		Application and interview
Experience of managing, using and reporting from large datasets.	✓		Application and interview
Experience of evaluating projects and implementing changes based on findings.	✓		Application and interview
Ability to represent Keep Britain Tidy, building excellent working relationships with all stakeholders, remotely or face to face	✓		Application and interview
Solution-focussed approach	✓		Application and interview
Excellent written and verbal communication skills, in confidence and experience in writing communications, providing data and reports	✓		Application and interview
Excellent organisational skills	✓		Application and interview
A commitment to ED&I and an ability to plan for inclusion	✓		Application and interview
A high level of computer literacy in dealing with standard Microsoft packages including Outlook, Word, Excel and PowerPoint	✓		Application and interview
Other requirements			
A genuine commitment to the principles and goals of Keep Britain Tidy		✓	Application
The willingness to undertake national travel, with occasional overnight stays	✓		Application
Full UK driving licence, own vehicle with driving on company business insurance		✓	Application