

Candidate pack

Project Manager



Every day...

we're here for people affected by Motor Neurone Disease (MND).

A diagnosis of MND brings home the preciousness of every day. So we do all we can to make every day count. We bring understanding and guidance. We deliver practical and financial support. We raise awareness and campaign for better care. We're not just here for now – as the UK's leading charity funder of MND research, we're striving for breakthroughs to develop new treatments and, ultimately, a cure.

MND moves fast. It takes away time, it takes away independence and it has no cure. Every piece of support, every research project, every pound raised, every kind word, and every day lived well...

matters.

Hello



Tanya Curry
Chief Executive

“We’re really pleased you’re interested in joining us and using your expertise, knowledge and time to make a difference to people affected by MND.

We are a charity with big ambitions and are committed to our vision of a world free from MND - we need a strong team to deliver that.

If you’re a great fit for this role, and us, we hope to meet you soon!”

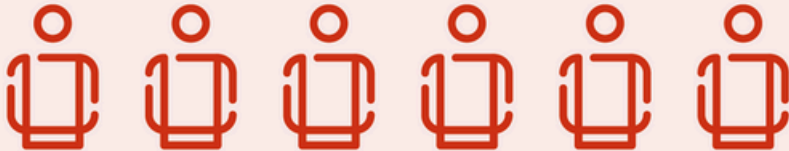
Our vision
A world free
from MND.



Our mission
Everyone
with MND has
choice and
control today,
and a future
driven by
research and
innovation.

What is MND?

Today, six people



**will be told they have MND and six people
will die from the disease.**

**People with
MND may lose
their voice and
movement.**



**And ultimately, their
ability to breathe.**

**A third of people
will die within a
year of diagnosis.**



**More than half will
die within two years.**

**MND is a fatal
rapidly, progressing
disease.**



**It affects the brain
and spinal cord.**

**MND doesn't
discriminate.**



**It affects people from
all backgrounds and
at all ages.**

**There is no cure for MND.
Together we can change that.**



Our values

Four values guide everything we do, and the way we do it. From how we behave day-to-day, to strategic decisions about our priorities, our values shape it all.

We're one strong team.



We work together as one MND Association – a community of people affected by MND, staff, volunteers and partners. We share a common vision and direction. We value diversity. We support each other. We are collaborative and work in partnership with external organisations and with professionals, scientists and others to further our impact.

We make every day count.



Time is precious. We make the most of it to help people with MND. We are proactive, responsive and efficient. We listen to what people need and support them in doing what's important. We deliver at pace, but take the time needed to do things thoroughly. Every day we create impact for people with MND.

We think big.



We are the UK's leading MND charity. People look to us for expertise and inspiration. We support new approaches, new treatments and new understanding. We are bold and ambitious – we think big and make ideas happen. We go beyond what's expected to find new and better ways of doing things. We help set standards, influence care and drive change to shape a better future for people with MND.

We are determined.



People affected by MND are at the heart of all we do. We work with determination and a drive to make a difference. We have compassion and treat people with dignity and kindness. Every interaction is a chance to show that people affected by MND are heard and valued.

Job description

Job title:	Project Manager
Salary:	£46,000 per annum
Location:	Northampton
Contract:	12 month fixed term contract
Hours:	Full-time
Reports to:	Programme Management Office Lead

Job purpose

This role will be based within the Programme Management Office and will work across a number of priority projects across the Association.

This role will manage projects that strengthen and support our local volunteer networks enabling volunteers to deliver services, support, fundraising and campaigning activities that benefit people living with and affected by MND.

Work will focus on ensuring our volunteering activity has the right structures to deliver maximum impact for people with MND whilst at the same time managing risk and being seen as attractive to new volunteers.

While leading this project, there may be need to support additional delivery projects within the Programme Management Office.

Main responsibilities

- Oversee project governance, including establishing and maintaining project plans, RAID logs (Risks, Assumptions, Issues, Dependencies), change control logs and status reporting to stakeholders.
- Manage key stakeholders, ensuring deliverables meet agreed scope, quality standards and timelines, and establish clear handover and transition arrangements to the Volunteering Team.
- Oversee the mapping of beginning-to-end volunteering processes and documentation (business cases, user requirements), working collaboratively with the Volunteering Team to design improved future-state processes aligned to organisational needs.
- Working with subject matter experts from all relevant teams to manage change management activities associated with project implementation, including impact assessment, training, adoption monitoring and feedback mechanisms.
- Track project milestones and deliverables and provide regular and relevant formal and informal progress updates to stakeholders and relevant parties regarding ongoing development.
- Plan and schedule activities that require internal stakeholders and team resource to ensure capacity and time are committed and made available in line with the agreed delivery plan.
- Facilitate and chair project meetings, as required.
- Ensure projects are carried out to agreed budgets and schedules, minimise project creep and manage any mitigating actions.
- If required lead the end-to-end procurement process for any external suppliers, including development of documentation, coordination of supplier demonstrations and evaluation processes.
- Develop project communication plans working with business and communications teams to facilitate communication of new products to our audiences.
- Ensure all activities are delivered in accordance with the Association's Mission, Core Values and Dignity and Respect at Work Policy.

Essential criteria

- Experience working on or leading complex change initiatives across geographies, including communication, engagement, and leading training
- Experience of project management and delivery experience, and demonstrable practical understanding and experience of working within a range of project management methodologies E.g. Agile and Waterfall project methodologies, ideally with relevant professional qualifications
- Experience of producing high quality documentation to support project delivery
- Excellent written and verbal communication skills, clearly articulating ideas, solutions and recommendations across all levels of the organisation
- Highly motivated with excellent time management skills and able to work under own initiative managing and prioritising multiple projects and tasks
- Strong team player and motivator of self and others
- Experience in leading project teams to successful delivery
- Experience in stakeholder management, including experience of working with and managing third-party suppliers.

Desirable Criteria

- Experience of working with volunteers and collaborating on projects
- Recognised project management qualification (e.g. PRINCE2, APM PMQ or equivalent)
- Experience implementing Volunteering processes
- Relevant work experience within a charity or other public sector environment;
- Experience of involvement or co-design practices
- Knowledge of Agile and change management methodologies and frameworks (e.g., ADKAR, Kotter, or similar).



What we offer

At the MND Association, we support you to do your best work and thrive within one strong team.

Employment benefits

Hybrid and flexible working

We have a number of regionally-based employees, with our office-based employees working on a hybrid basis with an expectation of one or two days in the office each week.

We are happy to work with you to consider flexible working solutions that support your life and responsibilities as well as the requirements of the role.

Annual leave

28 days holiday, which increases by one day for each complete annual leave year worked (up to a maximum of 33), plus bank holidays. You also have the option to buy up to five additional days' leave through salary sacrifice or to sell back five days.

Pension

We have two schemes available.

- Auto Enrolment Scheme: you and the MND Association both contribute 4% of your net monthly salary.
- Enhanced Salary Sacrifice Scheme: if eligible, you contribute a minimum of 5% and the MND Association contributes 8.1% of your gross monthly salary.

Life assurance

The option to join a life assurance scheme for peace of mind and financial protection for your loved ones.

Health and wellbeing

- **Health cash plan**, which reimburses healthcare costs including dentist, optician, health screening, specialist consultation.
- A 24/7 virtual GP service, called **GP24**, for you and your household.
- A confidential, independent counselling helpline with up to 10 free sessions each year per issue.
- Access to the My Healthy Advantage app.
- Staff and volunteer network groups and forums.
- Mental health first aid scheme.

Cost savings

- Access to the Cycle to Work Scheme so you can save money and spread the cost of buying a bike.
- Access to BenefitHub, which offers a huge range of discounts and cashback plans across hundreds of retailers and providers.

Learning and development

We'll support your professional and personal growth through:

- a comprehensive induction programme
- the Learning Lab, which offers a range of courses
- job shadowing, to strengthen your knowledge in other areas
- the chance to study for an apprenticeship alongside your role.

Working location

Our central office in Northampton is bright and modern with a variety of flexible working spaces, meeting rooms and communal areas. We also have office space in London SE1, close to Borough and London Bridge stations.

Some of our staff are based regionally and work from home.



Francis Crick House

Motor Neurone Disease Association
Francis Crick House
6 Summerhouse Road
Moulton Park
Northampton NN3 6BJ



London office

FORA
180 Borough High Street
London SE1 1LB

Applying for a role

Please apply via our website. Once we've shortlisted, we'll get in touch with all applicants to let you know if you've got to the next stage.

Application notes

- Apply early if you can. If we receive a lot of interest, we may close applications early.
- We are open to part-time applications or job shares – please indicate your preferred working arrangement in your application.
- Please reflect how your experience aligns with our values in your application.
- Depending on the role, you may be required to complete a criminal records check with the Disclosure and Barring Service (DBS).
- If you're successful in securing a role, you will be asked to produce your valid right to work documentation as part of our pre-employment checks. Find out more on [our website](#).
- If you require UK visa sponsorship, please clearly indicate this in your application.

Personal data

We will look after any information you provide to the MND Association when applying for a vacancy in accordance with the General Data Protection Regulation (GDPR). We're committed to protecting your personal information and being transparent about what information we hold.

[Read our privacy policy here.](#)

Animals in research

We understand that not everyone agrees with the use of animals in research. So, it's important to make you aware that some of the research that we fund involves animals.

MND is complex and, at the moment, animal models are still one of the most powerful tools used to help us understand, prevent and one day cure MND. Much of the progress made to date would not have been possible without them.

Inclusive recruitment

We're committed to providing everyone with the opportunity to compete fairly for roles.

- We're committed to providing everyone with the opportunity to compete fairly for roles.
- We anonymise applications to ensure bias does not influence our decision-making.
- All applications are reviewed by a member of our team, we don't use AI to filter applications.
- We can provide reasonable adjustments during the application or interview process, please contact us at hrrecruitment@mndassociation.org for support.
- We are happy to consider alternative application formats from candidates who find it difficult to complete the online form. Contact us to discuss what works best for you at hrrecruitment@mndassociation.org.
- We are a Disability Confident Employer and guarantee interviews for applicants with a disability who meet the requirements of the role.



Find out more about our **[commitments to inclusion.](#)**

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Website: mndassociation.org

Registered Charity no. 294354



**Every day we support people affected
by Motor Neurone Disease.
Because with MND, every day matters.**