

Job Description

Project Manager (Drive Partnership)

Position:	Project Manager
Reports to:	Senior Project Manager
Hours:	Full-time, 37.5 hours per week with flexible working hours
Salary:	£36,395.33 - £37,814.76 per annum, FTE (Band F) plus £3,000 London weighting as applicable
Location:	Remote based within the UK (with occasional travel across UK)
Contract:	Fixed term until 31 st March 2028, with possibility of extension
Benefits:	A generous package including 34 days holiday per year including public holidays, pension scheme with 4% employer contribution, Cycle2Work scheme, 365 days a year Employee Assistance Programme, enhanced family leave policies, paid annual wellbeing day, eye care voucher, length of service award.

Please note: This role is employed by **SafeLives**, but located within **The Drive Partnership's** central delivery team, and subject to matrix management.

About SafeLives

We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone, for good.

We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking 'why doesn't he stop?' rather than 'why doesn't she leave?' This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Last year alone, we delivered more than 700 sessions to over 15,000 learners across the UK in policing, health, housing, justice, education and the specialist sector. And we have reached 90,000 adult and 100,000 child survivors through programmes designed and delivered with partners.

In the last 9 years, close to 7,000 perpetrators have been challenged and supported to change through flagship interventions developed by our Drive Partnership and the programme continues to expand year on year.

Together we can end domestic abuse. Forever. For everyone.

About The Drive Partnership

The Drive Partnership, formed by Respect, SafeLives and Social Finance, is working to transform the national response to perpetrators of domestic abuse. We work to end domestic abuse and protect victims by disrupting, challenging, and changing the behaviour of those who are causing harm. Together we have developed the Drive Project to address a gap in work with high-harm, high-risk perpetrators of domestic abuse. We also work to advocate for systems and policy change to develop sustainable, national systems that respond more effectively to all perpetrators of domestic abuse.

Our way of working

Partnership is fundamental to our way of working. The Drive Partnership is a second-tier organisation focusing on the continuous improvement of service models, sharing best practice and supporting specialist service providers to deliver.

SafeLives is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, associates and volunteers to share this commitment.

Equality and inclusion

We are committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. We are keen to have staff that appropriately represents all the communities we serve as an organisation.

We would particularly welcome applicants from people from the following under-represented groups:

- People from racialised communities
- Deaf and Disabled people
- LGBTQ+

Lived experience

We believe there is no 'them and us' in domestic abuse and recognise that applicants may have direct or indirect experience of their own, whether disclosed or not. We are committed to placing lived experience of domestic abuse at the heart of all we do, and colleagues who chose to share their personal expertise can do so openly and with organisational support. If there is any discussion during the recruitment process regarding a candidate's personal experience of domestic abuse, it will be treated confidentially and will not be shared outside of the interview panel/People and Culture.

Responsibilities:

Project Management

- Work with the Project Management Team and wider Management Team to co-develop project plans, providing guidance on structure and content that meets the objectives of the project/work area.
- Monitor the delivery progress against the plan and reprofile plans in the event of delay or scope change
- Manage the project risk register and ensure risks are accurately and effectively captured

Governance and Reporting

- With input from the Management team and the Senior Project Manager ensure sites and partners have up to date compliance and agreement documentation in place.
- Monitor funder reporting and compliance requirements, ensuring that reports are drafted according to grant KPIs in a timely manner
- Work with the Senior Project Manager and Programmes team to support internal governance reporting.

Systems and Process

- Identify areas where systems and processes need improving, develop plans to implement necessary changes and ensure wider teams are embedded into the development.
- Manage version control process for key compliance documentation
- Supporting the delivery of effective external and internal meetings – including setting up meeting links, preparing agendas and papers, recording actions and decisions and facilitating/chairing discussions
- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.

Person Specification

Essential:

- Educated to degree level or holding an equivalent professional qualification which demonstrates your ability to work in a project management environment in the Domestic Abuse sector.
- A strong track record of project planning and management, with experience of delivering multiple project streams at the same time.
- A proven track record in building and managing relationships.
- Ability to negotiate deadlines and manage work tasks, prioritising as necessary.
- Competent in all aspects of MS Office – particularly Excel and powerpoint
- Ability to take the initiative and be willing to make decisions based on personal judgement.
- A strong team player, with experience of working with colleagues across a range of roles/disciplines.
- Self-starter with the ability able to use their initiative and judgement to identify problems and propose solutions.
- Strong written and spoken communication skills, with the ability to influence colleagues when building new processes.

Desirable:

- Holds a Prince2, APM or similar project or programme management qualification.
- Experience working in an organisation with an established project management tradition.
- Understanding the challenges and opportunities within the DA sector as well as a wider understanding of the third sector.