

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Project Manager – Grant Management System
Reports to:	Director of Finance & Operations
Line management responsibility:	N/A
Budget responsibility:	N/A
Salary band:	S1 - Specialist

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

Location:	London, Cardiff, Edinburgh, Manchester or remote within the UK.
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We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

Hours:	Full time (35 hours per week)
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We aim to support flexible working as much as possible and requests for non-standard or part time hours will be considered.

ABOUT US

We are Elrha. A global organisation that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

Under our [Strategy](#) we aim to work within the humanitarian community to build a global research and innovation system that is relevant, responsive to need, and able to effect transformative solutions. Our strategy sets out our [values](#) which are demonstrated across our work and how we hold ourselves accountable.

- Putting people at the centre
- Working with others
- Acting responsibly
- Committed to learning
- Inspiring change

Details of our programmes and how we're improving outcomes for people affected by humanitarian crises through research and innovation is available on our [website](#).

TEAM

This role works within the Finance & Operations directorate, which is responsible for strategic planning and delivery of finance, HR, governance and operational support to programme teams across Elrha. The team is responsible for ensuring organisational compliance with policies and procedures, and accountability to internal and external stakeholders.

JOB PURPOSE

This role leads a critical organisational IT project aimed at the acquisition and implementation of an online Grant Management System. The postholder is responsible for managing this project end-to-end, from understanding the already-defined user and organisational requirements, to activity planning, managing the procurement process and selected vendor(s), monitoring milestones achievement, and being involved in the production of training and guidelines materials.

The role works closely with all teams across Elrha, and with the chosen vendor(s), to ensure the software is fit-for-purpose to meet stakeholders needs. The role also liaises with the externalised IT service (provided by Save the Children UK, SCUUK) to ensure integration and compatibility with the IT environment in which Elrha operates.

The role holder contributes to other organisational projects, within their area of expertise, that relates to the development and/or improvement of IT systems in support Elrha's strategic aims and 3-year plan.

KEY ACCOUNTABILITIES

Overall Project Management

- Effectively plan, initiate and monitor the project based on already established project objectives and success criteria, addressing any identified issues or roadblocks promptly, providing regular updates to stakeholders on progress made, and carrying out a project close out and lesson learnt review.
- Manage stakeholders including engaging with Elrha staff, both at user and decision-making levels, as well as with technical stakeholders (e.g. SCUUK's IT departments, external vendors etc), setting up a roles and responsibilities matrix for the project and facilitating technical and non-technical meetings and communication channels to ensure alignment on project goals and progress.
- Manage of identified risks, implement agreed mitigation actions and monitor internal and external risk factors, particularly from a technical perspective.
- Inform the Director of Finance & Operations, as project sponsor and budget holder, of critical events, escalating issues for decision-making as per the agreed roles and responsibilities matrix.

- Provide project management advice, guidance and/or initial scoping to other similar projects (as and when identified) aimed at improving effective use of IT-based systems.

Services acquisition and contract management

- Lead the procurement process, including drafting technical and non-technical requirements and specifications (e.g. Request for Proposal), evaluating bidders' responses and negotiating the contract with selected vendor(s).
- Coordinate and manage the vendor(s) to ensure Services and milestones are delivered on time and to agreed requirements and specifications, acting as liaison between vendor(s) and SCUK's IT team as and when necessary.
- Implement technical quality control measures (at user level) to ensure the final product meets specified requirements.

System deployment and training

- Coordinate user acceptance testing (UAT) to ensure the system meets technical and business requirements and is user-friendly.
- Develop and implement a deployment plan in consultation with stakeholders including data migration, system configuration, and protocols for usage.
- Ensure and coordinate end-users' access to guidelines and training sessions that will allow them a start using the system with confidence and in a consistent manner across the organisation.

Responsibilities of all Elrha employees

- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Work within Elrha's guidelines for flexible and remote working practices, including attending in person meetings in Cardiff and/or London on occasion and as required.
- Undertake any other duties as assigned in support of Elrha's purpose and objectives.

PERSON SPECIFICATION

Essential

Qualifications and experience

- Significant experience in successfully managing similar IT projects, from inception to completion, ideally on infrastructure projects and/or software deployment.
- Solid experience managing projects involving database systems, software architecture, and integration technologies.

- Experience in developing technical requirements for procurement processes and successful vendors management, for IT projects, ideally on infrastructure projects and/or software deployment.

Skills, abilities and attributes

- Proven proficiency in building and maintaining relationships with stakeholders, working in a collaborative and participative manner in order to achieve and maintain user satisfaction and positive outcomes.
- Strong organisational skills, including the ability to plan, prioritise and ensure implementation of work to required standards and tight deadlines, often under pressure.
- Strong analytical and problem-solving skills, with the ability to think laterally.
- Highly detail-oriented, with the ability to identify intricate connections and the impact of even minor discrepancies, while maintaining a clear, big-picture perspective across all project components.
- Ability to self-manage and work autonomously within technical remit, using initiative and taking responsibility for making decisions as required.
- Excellent communication and interpersonal abilities, particularly in technical contexts with non-technical audiences.
- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment.

Desirable

- Relevant certification on project management (e.g. SAFE, CSM, PMP, PMI) ideally over agile methodology
- Experience of working with charities and/or a grant-making bodies.
- Bachelor's degree or equivalent in Computer Science, Information Technology, Software Engineering, or a related field.
- Strong understanding of software development life cycles (SDLC) and methodologies (Agile, Scrum, Waterfall).
- Experience with Microsoft IT environment, including cloud platforms (AWS, Azure, Google Cloud) and SaaS solutions.

CHILD PROTECTION LEVEL 1

The responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.