

# Project Manager

**Team:** Change and Planning

**Responsible to:** Director of Finance

**Location:** MHFA England central office and home working

## Overall purpose of the role

To lead and manage organisational projects that form part of our planning and change portfolio.

Projects will range from updating our product and services roadmap to supporting longer-term change programmes.

You will provide the senior leadership team with evidence and recommendations to drive the key business decisions for change initiatives and project prioritisation, helping to shape the organisation's thinking and direction.

You will have experience in leading projects from concept to completion, and be comfortable working to tight deadlines. You will have excellent attention to detail and outstanding communication skills, comfortable managing multiple projects and multiple stakeholders.

## Key Responsibilities

1. Lead and deliver effective project management initiatives across the organisation
2. Work with key stakeholders to develop business cases prior to project inception
3. Develop project initiation documents
4. Create and manage project plans, including scope, schedule and budget

5. Effectively manage project deliverables and dependencies
6. Identify the dependencies between project deliverables and define the key milestones to achieve successful delivery
7. Manage resource capacity and highlight resourcing challenges
8. Conduct regular project meetings with key stakeholders to ensure project deadlines and outcomes are achieved
9. Identify and engage internal stakeholder groups central to the project, keeping them updated and clear on project desired outcomes
10. Manage project team members to ensure successful delivery of the project
11. Provide regular updates on effectiveness of the project management and performance, showing progress and outcomes to Director of Finance and the Senior Leadership Team
12. Monitor project progress and keep stakeholders to time and budget
13. Own and manage project documentation, including business case RACI, RAID
14. Assist the Director of Finance in delivery of strategic change projects
15. Feed into the change roadmap in conjunction with the Director of Finance
16. Identify and implement mitigation strategies
17. Provide guidance on best practices in project management principles and concepts

## Other Responsibilities

1. To undertake other such duties in line with the function of the post as required by MHFA England.
2. To contribute to the overall delivery of the work of the directorate as well as the goals of MHFA England.
3. Ensure that good practice, policy and brand guidelines are adhered to.
4. Deliver all work within our equality and diversity framework.
5. Agree and work towards personal performance objectives and targets and participate in regular supervision and annual performance appraisal.
6. Adhere to all our policies and processes including our code of conduct.
7. Actively participate in the wider life of MHFA England.

## Person specification

The essential requirements of the role will form the criteria for short listing and selection. Desirable characteristics may support decisions to fine tune shortlisting where there is a 'tie break'. You do not have to identify every skill or all knowledge that will enable the person to be successful.

	Essential	Desirable
Experience / Qualifications	<ul style="list-style-type: none"> <li>• A recognised project management qualification and/or experience of managing and delivering projects</li> <li>• A proven ability to manage competing priorities and a challenging workload in a fast-paced environment</li> <li>• Demonstrate strong project management and organisational skills, including risk and dependency management</li> <li>• Outstanding stakeholder management skills with experience in overcoming resistance to change and demonstrating the ability to gain trust and understand the issues that matter to people most</li> <li>• Knowledge of both waterfall and agile project delivery frameworks and experience of project planning</li> <li>• Experience of identifying risks, developing mitigation actions and reaching agreement with stakeholders on the management of risks and issues</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>• Extensive knowledge of and experience with Microsoft 365, BI tools and project management tools</li> </ul>	
Skills/ Abilities	<ul style="list-style-type: none"> <li>• Ability to communicate complex findings and recommendations clearly to influence strategy and resource allocation</li> </ul>	
Competencies	<ul style="list-style-type: none"> <li>• Excellent communicator, who can work well as part of a team and independently.</li> <li>• Approachable and flexible around workstream and workloads.</li> </ul>	



	Essential	Desirable
	<ul style="list-style-type: none"><li>• Evidence of being results-driven, setting and achieving targets</li></ul>	
<b>Core Beliefs</b>	At MHFA England we would like for all applicants and staff members to hold shared fundamental beliefs such as: <ul style="list-style-type: none"><li>• Equal opportunities for all</li><li>• Working collaboratively instead of siloed</li><li>• Ability to learn and grow – taking on new ideas</li><li>• Compassion and empathy</li><li>• Working in line with our mission of being an anti-racist organisation</li></ul>	



MHFA England

Living our values	Making good decisions to deliver strong results	Effective engagement and communication	Building healthy relationships and a sense of belonging	Learning from our mistakes and successes
<ul style="list-style-type: none"> <li>➤ Inspires, motivates, coaches and supports teams members to be engaged and highly performing and role models culture values behaviours</li> <li>➤ Is authentic, brings whole self to work and encourages others to do the same</li> <li>➤ Is mindful, listens with empathy/EQ</li> <li>➤ Actively champions and advocates mental health and wellbeing, diversity and inclusion</li> <li>➤ Actively empowers staff and encourages distributed leadership</li> </ul>	<ul style="list-style-type: none"> <li>➤ Takes responsibility for making and implementing unbiased decisions</li> <li>➤ Is flexible and responsive as priorities and requirements change</li> <li>➤ Effectively seeks solutions and solves problems, empowering others to do the same</li> <li>➤ Supports others in their decision-making and problem solving</li> <li>➤ Engages the team in planning and decision-making where appropriate</li> <li>➤ Empowers the team and places trust in them to take ownership, make decisions and deliver results</li> <li>➤ Passionate and skilled at coaching others, challenging them to improve and managing performance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Is approachable, clear and assertive</li> <li>➤ Cascades important and relevant information to team and others clearly and swiftly</li> <li>➤ Tailors communication and influencing style accordingly</li> <li>➤ Listens to and empathises with others to understand the root of situations before responding</li> <li>➤ Proactively shares knowledge and information</li> </ul>	<ul style="list-style-type: none"> <li>➤ Role models effective, mutually supportive teamwork with colleagues</li> <li>➤ Effectively manages the expectations of others, gaining buy-in where required</li> <li>➤ Builds and invests in relationships across the organisation</li> <li>➤ Uses awareness of how own team fits within the wider organisation to find solutions</li> <li>➤ Understands the team and works to their strengths</li> <li>➤ Advocates upwards for team members</li> <li>➤ Builds and encourages team spirit and wellbeing</li> <li>➤ Supports others in adapting to change</li> </ul>	<ul style="list-style-type: none"> <li>➤ Demonstrates creativity in order to improve how things are done in own area of work</li> <li>➤ Takes an entrepreneurial approach to improving how we do things</li> <li>➤ Consistently seeks opportunities to enhance own development and build expertise</li> <li>➤ Role models a positive and constructive approach to giving and receiving feedback</li> <li>➤ Encourages team members to innovate and improve the way they do things</li> <li>➤ Embraces change and demonstrates flexibility in adapting to it, and helps others to see the benefits and opportunities</li> </ul>