



## PROJECT MANAGER JOB DESCRIPTION

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| <b>Job Title</b>       | <b>Project Manager</b>  |
| <b>Reports to</b>      | <b>Head of Welfare</b>  |
| <b>Purpose of role</b> | <b>To lead on development and management of project opportunities in the Life Chances Programme and community projects.</b> |

### **Job Purpose**

The Project Manager will be a key member of the Charity and will play a significant part in developing and delivering the Life Chances Programme to our beneficiaries. The post holder will work closely with the CEO and is able to draw on support from the Admin Support Officer.

The Project Manager will support the success of the Charity's core operations, the development and delivery of the Life Chances Programme, the lifecycle of projects and financial management from securing funding to reporting impact by ensuring the effective development and management of project opportunities, proposals, funding and finances, planning, delivery, evaluation and reporting.

### **Main duties and responsibilities**

#### **Project Management**

- Develop, plan, manage, evaluate and report on diverse and inter-related externally funded and non-funded projects.
- Develop, monitor, maintain and deliver effective project management plans, liaising with project partners to ensure the completion of tasks, workstreams and overall project outputs, outcomes and aims.
- Liaise with internal departments to ensure projects are delivered in compliance with Charity procedures.
- Deliver effective assessment and processing of community grant applications, including identification of need, due diligence, assessment and reporting for decisions on grant awards.

#### **Funding**

- Liaise and develop positive relationships with Charity stakeholders and project funders.
- Fulfil funders' monitoring and reporting requirements.
- Support the team in planning future project opportunities by contributing to the development of grant funding bids.

#### **Finance**

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- Support effective financial management, decision making and value for money by developing, monitoring and reporting on project and core operating budgets.
- Maintain accurate financial records for all projects and the Charity's core operations, including via the Charity's internal CRM.

#### Other

- Work with the CEO, Digital Marketing & Community Lead, and Charity Team to support the promotion of projects to diverse audiences.
- Any other duties as allocated by the line manager following consultation with the post holder.
- The successful candidate must be willing to attend occasional meetings and events across the UK which will include travel and overnight stays.
- Ensure all internal processes are adhered to for recording and monitoring of grants and funding.
- Produce regular reports to Trustees at Main Board Meetings and other sub-committee meetings.

### PERSON SPECIFICATION

#### EXPERIENCE

- Ideal candidate will hold possess a Project Management Practitioner level qualification (e.g. APM, PMQ, PRINCE 2) or equivalent experience.
- The post holder will have experience in managing budgets, be skilled with Microsoft Office packages and be willing to learn new IT tools.
- A successful track record of delivery results within fundraising, managing programmes & partnership working or similar role for a minimum of two years.
- Excellent networking, stewardship and influencing skills, articulate and persuasive written and verbal communication skills.
- Excellent emotional intelligence, communication and team-working skills, ideally with extensive experience as a manager of complex projects involving diverse partners.
- They will also be keen to take the initiative and see problems as opportunities with a creative and practical approach to problem solving, strategic thinking and long-term planning.

#### Experience of

- Partnership building, including with a complex mix of external stakeholders.
- Managing complex projects to deliver to quality, time, and cost targets to the satisfaction of funders.
- Managing budgets
- Managing a programme of interrelated projects
- Identifying, bidding for, securing and managing grant funding.

#### Skills/Abilities

- Ability to develop and oversee detailed project plans and budgeting mechanisms in ways that will contribute to the Charity's reputation for quality, robust management, and impact.
- Proficiency in the Microsoft Office applications, including Word and Excel, and willingness to learn new IT tools.
- Creative and practical approach to problem solving, strategic thinking and long-term planning.

- Ability to analyse project data and produce accurate, persuasive, high quality written reports.
- Excellent presentation skills and the ability to create and deliver presentations that are focused, accurate and meet the needs of the audience.

#### Personality

- Successfully works autonomously and takes the initiative but knows when to ask advice or accept direction from others.
- A capacity for patience and understanding with stakeholders, always maintaining sensitivity to their needs, particularly at times of peak working under pressure.
- Ability to cope with pressure and reliably meet deadlines.
- Open, collaborative, and enthusiastic approach
- Emotionally intelligent.

#### General

- Policies and procedures – to work with good governance and compliance, in line with the NCC's policies.
- Best practice – adhere to the highest standards of best practice, including the Fundraising Regulator's Code of Practice and other relevant legislation.
- Confidentiality – maintain strict confidentiality of information.
- Flexibility – a willingness to work outside office hours, travel and make overnight stays on occasion when required.
- Working in a small team – a hands on and can-do attitude.

The post holder will be based at Portsmouth, and the role may require attendance at other locations in the UK.

#### Context and additional information

- Expenses incurred whilst fulfilling the duties of this role will be paid in accordance with NCC policy.
- You may be required to attend events to engage with Naval families (overtime is not paid, however TOIL is given).
- Willingness to successfully complete appropriate job-related training.

*Salary £40,000 per annum*

*35 hours per week, flexible hours but office hours are 0830 – 1600, and role will involve time out of the office regularly, around the UK. DBS checks required for role. The appointment will be subject to a probationary period of 6 months.*

*Pension matched 7.5% Govt NEST scheme, Benenden Health employee welfare scheme, Death in Service insurance, 30 days holiday per year plus bank holidays and between Christmas and New Year (discretionary), SSP at start of service, incremental increases on length of service.*

To apply: Please email your CV and application form to [sara.smith@navalchildrenscharity.org.uk](mailto:sara.smith@navalchildrenscharity.org.uk)

Closing Date: 3<sup>rd</sup> May 2024

10 April 2024

Interviews: Wednesday 8<sup>th</sup> May 2024

The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.

The Naval Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and associated professionals to share this commitment.