

## Job Description

### **Job Title: Project Manager, Strategy and Planning Team**

**Location:** This post can be based in either our London office in Farringdon or in our Leeds head office. BookTrust is a hybrid working organisation and has the expectation of at least 8 in-person working days each month, on average across the year. There's an additional requirement for occasional UK travel to engage with our users, partners and beneficiaries across the country and to connect with colleagues in our other hub locations.

**Contract:** Permanent

**Salary:** £42,000 - £45,000

**Hours:** Full-time or part-time considered

**Will report to:** Strategy and Business Planning Lead

BookTrust is the UK's largest reading charity and we reach millions of children every year with books, resources and support to get every child reading, regularly and by choice. We are national in scale and operate in every region in England, Northern Ireland and Wales. We work through every local authority, via children's centres, schools, libraries and health professionals, to reach the families who need us most.

### **Job purpose**

BookTrust's mission is to help children and families embed reading habits in their everyday life, ensuring that children from low-income and vulnerable backgrounds experience the immediate and lifelong benefits of reading. We are a mission-led organisation. To achieve our mission and strategy, BookTrust delivers both ongoing, established programmes, and development and change projects. This role will help us to continue to improve the delivery of our projects and programmes, and so to achieve our desired outcomes for children and families.

The purpose of the Project Manager role in the Strategy and Planning Team is to enable and support the delivery of our strategy business plan. This will be through developing and helping to carry out plans and projects, ongoing monitoring, having the ability to adapt to changes along the way, and communicating with colleagues. The Project Manager in the Strategy and Planning team will have the rare skill of being able to see the big picture - to help teams and projects to best contribute to our strategy and mission - with being comfortable working with data and detail - to ensure project management documentation and deliverables are accurate and logical.

This role will report to and work closely with the Strategy and Business Planning Lead, to support delivery of BookTrust's strategy through business planning, project management, measurement of progress and impact, and governance matters. This role will work with all the teams across BookTrust, and with staff at all levels of seniority.

### **Role responsibilities**

Working in the Strategy and Planning team at the heart of BookTrust, the Project Manager role will help us implement our strategy through:

#### Strategy planning, and monitoring and reporting on progress

- Working with senior managers and teams across the organisation to develop a clear plan, to deliver the strategy.
- Working with teams across the organisation to conduct ongoing monitoring of the organisational plan, to communicate progress and to keep it up to date, so we can act on opportunities and mitigate risks and challenges.
- Communicating deadlines and sending reminders for input from others.

#### Direct project management

- Supporting project teams and functional teams to deliver key cross-organisational initiatives in the strategy business plan, using best practice project management approaches.
- Working closely with project sponsors, subject matter experts, and other project roles and people across the organisation.
- Providing project management support to the project sponsor/ lead, which could include:
  - Preparing project mandates/ business cases and keeping them updated.
  - Identifying and tracking measurable outcomes / benefits.
  - Supporting project governance through administrative and managerial support. This could include scheduling meetings, preparing agendas, taking and sharing minutes, logging and following up actions, tracking delivery, and managing resources on sharepoint sites.
  - Bringing people together, and preparing for, helping to run, and following up on project meetings.
  - Helping to develop and maintaining project plans, setting out activities, deliverables and milestones.
  - Tracking and managing key risks, assumptions, issues and dependencies.
  - Tracking project budgets and resourcing schedules.
  - Developing and carrying out communications and engagement plans, working with the appropriate teams.
  - Helping project teams to deliver the desired outcomes on time and on budget.
  - Liaising with internal and external partners, suppliers and contractors to ensure project requirements are met.
  - Updating stakeholders on progress through regular status reporting.
  - Supporting project closures, capturing lessons learned, and helping transitions to business as usual.

#### Wider project management support

- Thinking critically and kindly to make sure we're proceeding in the optimum ways to achieve our strategy goals.
- Providing project management support for internal governance and decision-making groups.
- Providing a Project Management Office (PMO) function, helping to raise standards and rigour in project management across the organisation, through project management support, mentoring and training for other BookTrust staff.

#### Strengthening cross-organisational motivation to deliver the strategy

- Conducting strategy inductions for new starters, including presenting in the monthly core induction virtual meetings.
- Bringing staff together in meetings and online with an emphasis on day-to-day delivery of our strategy business plan, holding accountability for delivering parts of our portfolio of work, and supporting each other in this. This could include planning, arranging the logistics for, and running All Staff meetings and Team Leader meetings.
- Writing internal communications and helping with internal engagement activities.

- Administrative and managerial support for key internal governance groups such as the Strategy Implementation Team. This could include scheduling meetings, preparing agendas, taking and sharing minutes, logging and following up actions, tracking delivery, and managing resources on sharepoint sites.
- Providing and keeping up to date strategy and project management resources on the sharepoint intranet for all staff to use.

#### General Duties

- Carrying out all duties in line with BookTrust policies and procedures and being prepared to undertake additional reasonable duties as required.
- Being committed to personal development.
- Promoting BookTrust and its vision and values in all activities, both internally while carrying out duties and externally, with stakeholders and the general public.

#### Person Specification

This role will suit you if you enjoy working with a wide range of different people and teams, keeping the big picture and end in mind whilst also maintaining attention to data and detail, are organised, are proactive, self- motivated and a 'do-er', and are comfortable with ambiguity and change.

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<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• Experience in managing cross-functional projects.</li> <li>• Knowledge of project management principles, methodologies and best practices.</li> <li>• Proficient in Microsoft Office, especially Excel, Word and PowerPoint.</li> <li>• Experience of arranging and facilitating meetings and workshops.</li> <li>• Experience in working with and motivating a wide range of people/teams in a complex environment.</li> <li>• A formal project management qualification.</li> <li>• Experience of working in a Project Management Office (PMO).</li> </ul>	<p>E E E E E D D</p>
<b>Skills and Attributes</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and a collaborative approach to work, with the ability to build strong relationships across all levels of the organisation.</li> <li>• Ability to work independently as well as collaboratively as part of a team.</li> <li>• Strong planning and organisational skills, facilitating effective resource utilisation and management of multiple priorities.</li> <li>• Flexible and adaptable, with a willingness to take on different tasks and responsibilities as needed.</li> <li>• Delivery-focused, with a strong sense of accountability and responsibility.</li> <li>• Comfortable working in a fluid, evolving climate</li> </ul>	<p>E E E E E E</p>

**E = essential criteria**

**D = desirable criteria**

**Terms and Conditions**

- Salary: £42,000 - £45,000
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme
- Flexible working scheme