Project Manager

JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

WE HAVE THREE ORGANISATIONAL VALUES:

1.   We work in partnership
2.   We are trusted experts
3.   We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to jobs@actionagainsthunger.org.uk

CHECK OUT OUR SOCIAL CHANNELS:

🐦   AAH_UK
📘   Action Against Hunger UK
📷   actionagainsthungeruk
💼   Action Against Hunger UK
🌐   actionagainsthunger.org.uk

ROLE DETAILS

Job title:	Project Manager
Grade:	PO3
Department:	Finance
Reports to:	Director of Finance, IT and Admin
Job location:	Hybrid: 2 days (currently Tues and Wed) in the office (London SE10), remaining 3 days can be worked at home
Duration:	Fixed Term 2 years
Hours:	37.5 per week
Salary band:	£44,756 - £48,325

JOB PURPOSE

The Project manager will be part of the Finance, IT and Admin directorate and work closely with other business units to lead, facilitate and deliver Finance, IT and other strategic projects on time and within budget. Current key projects include replacing the finance system, managing the development and implementation of the Intranet and mapping key financial processes and their development.

Responsibilities will include developing effective project governance, co-ordinating project groups, managing project plans, documentations, project resource, risk and issues management and reporting to Executive Directors, committees and key stakeholders.

This is a great time to join our team as we embark on a journey to implement up to date technology tools and focus on processes to become more efficient and effective in delivering our ambitious strategy. You will work with a friendly and focused team and will have the opportunity to shape the work and tools of the team and the organisation.

KEY DUTIES AND RESPONSIBILITIES

- Lead and facilitate the scoping, design, and delivery of projects.

- Agree project objectives, benefits, and plans for delivering these with project stakeholders.

- Develop project / product requirements in consultation with key stakeholders.

- Lead on the creation, ownership, and maintenance of project documentation including:

    - Project definition documents

    - Project initiation documents

    - Project plans, schedules and progress update

    - Exception reports

    - Risks and issues including RAID logs

    - User stories for Agile based projects.

- Manage workstreams with adequate planning, resource allocation and stakeholder reporting.

- Develop and manage detailed project plans and schedules and ensure that all activities are delivered within agreed time and resource.

- Identify risks and issues for each project, continuously monitor them, agree mitigating actions and implement agreed actions where appropriate.

- Identify and map all dependencies in system projects. Plan and implement activities to address dependencies or provide adequate cover.

- Develop testing acceptance criteria for system projects, plan and organise testing by users and their acceptance. Address any issues arising from testing and acceptance activities.

- Plan and negotiate Minimum Viable Product (MVP) with key stakeholders where appropriate.

- Participate in IT product selection with key stakeholders and lead on the selection process.

- Participate in supplier selection for projects / IT products, liaise with suppliers and manage supplier relationship to deliver planned projects.

- Manage effective stakeholder engagement and communications.

- Develop adequate reporting for projects to project groups, Executive Directors, committees and project suppliers.

- Manage exceptions and changes in projects and provide regular update on progress.

- Analyse Finance and business processes, map out processes, identify pain points and agree development / change where necessary and implement changes.

- Deputise the Senior Reporting Officer where required.

- Keep abreast of external trends and developments and changing circumstances and adapt accordingly the role, team, department and systems and procedures. Identify and propose relevant development opportunities and to provide updates and reports

to senior management as required.

- To undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.

PERSON SPECIFICATION

EXPERIENCE REQUIRED ESSENTIAL

- Project management qualification PRINCE 2 or APMQ or equivalent qualification / qualified by experience.
- Proven hands-on experience of managing system change or equivalent projects and leading the change process from start to completion.
- Practical experience of producing project requirements for system change projects or equivalent with key stakeholders.
- Practical experience of producing and managing project plans, schedules, risks and issues log including RAID and managing these to completion.
- Experience of reporting to senior management and keeping track of progress in multiple projects.
- Experience of process mapping and addressing pain points.
- Experience of working with system / CRM suppliers.
- Ability to use project management techniques, tools, and software
- Excellent planning and organisational skills with the ability to manage conflicting priorities.
- Deal with ambiguity and change positively, with the ability to adapt your approach.
- Excellent verbal and written communication skills.
- Comfortable with conflict resolution and balancing the sometimes-competing demands of all the stakeholders involved.
- Knowledge of the working of finance systems.
- Demonstrable experience or personal commitment to promoting Fairness, Respect, Equality, Diversity, Inclusion and Engagement in the workplace

DESIRABLE

- Experience of finance systems implementation within the charity sector
- Experience of interfacing finance systems with fundraising CRMs.

THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs

- we'll enrol you in our pension scheme, contribute 6 % to it every month and give you free Group Life Cover, if you put in at least 4%

- interest-free season ticket and personal loans (subject to eligibility)

- payroll giving scheme

- ride-to-work scheme

- private medical insurance

- free health cashback scheme, including dentist and optician appointments

- discounted gym and health club membership

- online shopping discount scheme

- annual staff recognition awards with gift voucher prizes

- employee advice line – free confidential access to financial and legal advisors

- telephone and online counselling sessions

- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service

- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year

- enhanced maternity and paternity pay

- up to five days paid carers' leave

- up to 24 hours paid leave per year for employer-supported volunteering

- we operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.

"MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.

"ACTION AGAINST HUNGER HAS HELPED US A LOT."

- Medina, Somalia