



# Project Manager

- Reports to** Senior Project Manager
- Hours** Part time – 30 hours per week
- Contract** Fixed Term – March 2026
- Location** Bristol or London, with occasional travel around the UK
- Salary** £34,306.10 (Starting Salary) - £35,644.04 (Band E) Pro Rata, plus pension after 6 months

Benefits		
34 days holiday inc public holidays	Flexible working eg compressed hours	Cycle to work scheme
Eye Care Vouchers	Pension scheme with 4% employer contribution	Childcare Vouchers
Employee Assistance Programme	Clinical Supervision	Holiday Purchase Scheme to buy up to an additional 5 days
Enhanced Family leave Policies	Enhanced Sick pay	Professional Development Fund
Individual learning budget	Restorative Practice Training	Time Off In Lieu

## Who are we?

We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.

We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking ‘why doesn’t he stop?’ rather than ‘why doesn’t she leave?’ This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Last year alone, nearly 13,500 professionals received our training. Over 70,000 adults at risk of serious harm or murder and more than 85,000 children received support through dedicated multi-agency support designed by us and delivered with partners. In the last four years, over 2,000 perpetrators have been challenged and supported to change by interventions we created with partners, and that is just the start.

Together we can end domestic abuse. Forever. For everyone

## Role Summary

In this key role, the Project Manager will work with the Senior Project Manager to embed the use of good project management principles across all aspects of our work at SafeLives. The Project Manager will also use excellent project management to facilitate the effective delivery of SafeLives’ projects.

## Key duties and responsibilities

- Work with teams to develop their capacity to use good project management skills in the delivery of their work
- Use excellent project management to facilitate the effective delivery of SafeLives’ projects, including:
  - Developing project briefs and project plans
  - Supporting project leads with maintaining and updating budgets

- Agreeing governance, roles and responsibilities and sign-off processes
  - Motivating project team members to meet their objectives, highlighting key decision points and facilitating decision making
  - Monitor project progress against plans, identifying and managing or escalating any risks or issues which arise
  - Building strong relationships with internal and external project stakeholders
  - Supporting the delivery of effective project meetings – including preparing agendas and papers, recording actions and decisions and facilitating/chairing discussions.
  - Managing project documentation and producing/updating timely and accurate project reports and monitoring information
  - Act as a key point of contact for projects for members of the project team, other colleagues and external stakeholders
- Line management of project support officers
  - Ensure that any information shared whilst performing these duties is in line with SafeLives data storage and collection protocols
  - To engage in a constructive and effective way with all survivors of abuse, through calls to the office, Pioneer interaction, colleagues and any other interaction we have in our day to day work.
  - Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person

## Person specification

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### Skills/experience: essential

- A strong track record in project planning and execution, with experience of delivering multiple project streams at the same time
- A proven track record in building and managing internal and external relationships, negotiating deadlines/timeframes and managing work tasks and reprioritising as necessary
- Proven ability to persuade and influence stakeholders at all levels of seniority
- Demonstrable ability to identify and manage risks and issues
- Experience of working as a Project Manager in complex delivery projects involving stakeholders from multiple organisations
- Competent in all aspects of MS Office
- Ability to pull key themes from complex material, shaping interpretation and communicating these to different audiences using a range of appropriate formats
- Experience working with colleagues from different disciplines or in varied locations, and able to adapt communication and working style accordingly
- Ability to work on your own as a single project manager and part of a wider team To line manage PMO team members – motivating and supporting them to meet their objectives

### Skills/experience: desirable

- Experience of developing, monitoring and reporting against operating plans and budgets
- Experience of supporting development of fundraising bids
- Understanding of the challenges and opportunities within the DA sector as well as a wider understanding of the third sector
- Experience of supporting non-project managers to develop their project management skills
- PRINCE or APM qual

## Competencies

### Teamwork and collaboration

- Works effectively as part of a team to deliver shared objectives and to build team spirit

- Supports colleagues in demanding situations, recognises the importance of well-being in self and others, accepts help and support from other team members
- Listens to the views of others

#### **Communication and Relationship Management**

- Builds and maintains good relationships with a range of internal and external stakeholders
- Speaks and writes clearly and effectively and in a timely manner to both internal and external audiences
- Tailors communication to suit the audience

#### **Organisational awareness**

- Has a level of awareness/expertise about DV that is appropriate to the role
- Understands and can describe SafeLives' strategic priorities
- Understands how personal and team objectives are aligned to team and SafeLives objectives

#### **Delivering quality**

- Achieves objectives ensuring work is delivered to budget, deadline and to a high standard and to budget
- Takes responsibility for own workload, acts on own initiative, seeks feedback from others, evaluates own performance and then acts upon it
- Tries out new ideas and ways of working and identifies and shares learning

#### **Influence**

- Inspires confidence and trust in others – demonstrating high standards of integrity, honesty and fairness
- Is committed to empowering others to be the best that they can and actively engages the knowledge, ideas and contributions of others
- Is visible and approachable, taking time to talk to colleagues and support with queries