

## **Directorate**

Corporate services

## **Team**

Impact and evaluation – part of the wider transformation, impact, insight and strategy (TIIS) team

## **Reporting manager**

Head of impact and evaluation

## **Our charity**

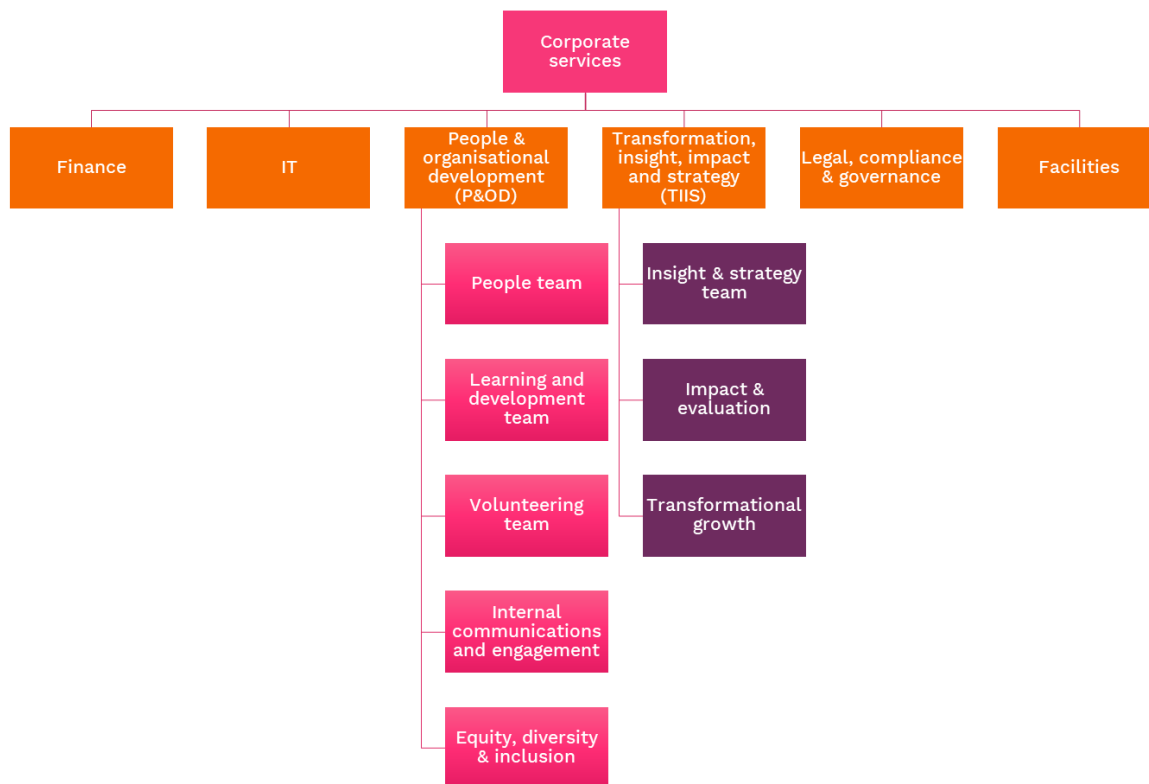
We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

## **Overview of the directorate**

The corporate services directorate provides professional support services for the organisation. Our role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals. We do this through legal compliance, business planning, people and organisational development, impact evaluation, insight gathering, strategy development, professional dealings with internal and external stakeholders, and by following good business and sector practice. The directorate is made up of the following teams:



The role of the transformation, insight, impact and strategy (TIIS) team is to ensure that breast cancer voices are heard, insights drive action, evaluation drives progress, and we seek growth opportunities that accelerate our impact.

### Job purpose

To project manage a select set of projects from initiation to implementation, taking ownership of project planning and delivery.

To provide expert project management support for teams across the organisation, including developing tools and resources that can be used by all teams as required. These resources will be pivotal in ensuring that projects are well-planned, executed, and evaluated, contributing to the overall success of Breast Cancer Now's initiatives.

### Key tasks and duties

#### Change projects

- Manage and deliver significant, cross-organisation change projects as assigned, including:
  - Working closely with senior leaders and subject matter experts to identify the requirements of each project, ensuring that the solutions meet the needs of the business and collaborating with key stakeholders to understand their goals and objectives.
  - Engaging with and involving key teams in project planning and delivery.
  - Creating and maintaining all project documentation and status reporting including project objectives, requirements, deliverables, success criteria, milestones, dependencies, project status, timelines and budget.

- Applying the right project management approach for the project.
- Ensuring risks are accounted for and that an appropriate risk management process is in place and followed appropriately by the project team, tracking risks, changes, assumptions, decisions and issues.
- Providing guidance throughout the project planning and execution phases, identifying and addressing issues as encountered within a broad area of expertise.
- Identifying and managing dependencies. This will often require working with delivery managers in other teams such as digital or data.
- Liaising with senior staff across the organisation, to manage each project and ensure that project tasks are resourced and remain on track, are meeting deadlines and are developing according to the plan.
- Keeping stakeholders up to date on the progress of the projects, potential risks and delays.
- Responding to issues, challenges and concerns that arise during the project.

### **Organisation project monitoring**

- Develop, implement and maintain a project register that:
  - Acts as a centralised repository for all essential project-related information, including project names, stakeholders, objectives, timelines and resource allocation.
  - Provides a status overview of the current state of each project at a snapshot, offering key stakeholders and decision-makers visibility into progress, challenges and milestones.
- Establish a process for the effective use of the project register to determine resource allocation and decision-making, ensuring ease of navigation and accessibility for users.
- Establish a process for identifying when projects may require help from internal project management experts or when external expertise is required.

### **Breast Cancer Now's approach to project management**

- Assess Breast Cancer Now's project management needs and develop and deliver solutions to meet those needs, in collaboration with the learning and development team, other internal project management experts and stakeholders through activities such as those set out below. It's expected that the solutions will be appropriate to the needs of staff at all levels and will encompass a range of project management approaches.
  - Design and develop new project management tools, templates, and resources tailored to the organisation's requirements.
  - Design and facilitate training sessions, workshops and webinars with the learning and development team to introduce and upskill teams on project management tools and resources.

- Facilitate knowledge-sharing sessions to disseminate project management expertise across the organisation.
- Develop and maintain a knowledge repository of project management documentation, lessons learned, and best practices.
- Advise individuals, teams and cross-organisation projects about what project management methodology or tool is a best fit for specific projects.
- Provide 'light touch' support and guidance for project leads as required to ensure the success of projects, while allowing the leads to maintain autonomy and ownership of the project.
- Iterate and improve project management tools and resources based on feedback and evolving organisational needs.
- Communicate technical project management theory and methods to staff with varying levels of knowledge about project management so they are able to engage with and use project management approaches and tools.
- Establish and maintain a feedback process with project teams to gather insights on the effectiveness of tools and resources.
- Convene and lead an internal group of project management experts to harness and make best use of our internal knowledge and expertise on project management.
- Stay updated with best practices in project management and incorporate relevant advancements into Breast Cancer Now's processes.

### **General responsibilities**

- Support the objectives and work plans of the impact and evaluation team, and wider TIIS team.
- Be an effective, proactive and supportive member of the impact and evaluation team contributing to ensuring a high level of trust and confidence in our team.
- Present a positive impression of Breast Cancer Now and its charitable activities internal and external stakeholders.
- Recognise, respect and promote equity, diversity and inclusion across our charitable activities and in your working practices, including good communication with people from a variety of backgrounds.
- Attend internal and external meetings as required.
- Be committed to professional development, maintaining and improving competency and skills, including attending relevant training.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

# Person specification

## Experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Significant and demonstrable project management experience	x	x
Proven experience of creating and maintaining project documentation such as RAID logs and budget trackers		x
Experience of applying different project management methodologies to suit the project		x
Experience of delivering strategically important projects in line with milestones, timescales and budgets	x	x
Experience in acting as the central contact point across an organisation	x	x
Experience of providing guidance and support to colleagues at all levels to build their capacity to manage projects effectively through methods such as training and written guidance	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Procuring and managing contracts with external agencies	x	

## Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Good planning, organisational and time management skills, with ability to prioritise own workload and work collaboratively with others	x	x
Excellent written and verbal communication skills, to ensure clarity of joint objectives and interdependencies are understood and committed to		x

Strong interpersonal skills and ability to influence and negotiate		x
Ability to communicate the benefits of project management approaches to staff at all levels		x
Ability to effectively communicate technical project management theory and methods to staff with varying levels of knowledge about project management so they are able to engage with and use project management approaches and tools	x	x
Ability to manage multiple projects and prioritise competing priorities	x	x
Ability to work with other delivery teams to recognise dependencies, align activities and mapping the critical success path to successful delivery	x	x
Ability to inspire and motivate others to deliver on time		x
Ability to lead and challenge appropriately as needed to keep the project on track		x
Ability to work accurately with meticulous attention to detail	x	
Pragmatic and solution focused		x

## Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Knowledge of a range of project management approaches tools and how they can be applied	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Trained in agile project management	x	
Trained in programme management	x	

# Role information

## Key internal working relationships

You'll work closely with the following:

- Colleagues across the organisation with project management expertise, such as the digital project manager
- Senior leadership team
- Organisational management team
- Transformation, insight, impact and strategy team
- Support service teams
- Policy, evidence and influencing team
- Public health, inclusion and awareness team
- Digital team
- Data team
- Brand, marketing and communication team

## Key external working relationships

You'll work closely with the following:

- External agencies as and when required

## General information

<b>Role location and our hybrid working model</b>	<p>This role can be based in our Cardiff, Glasgow, London or Sheffield office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>Ibex House, 42-47 Minories, London EC3N 1DY (open Monday to Thursday)</p> <p>Robertson House, 152 Bath St, Glasgow G2 4TB (open Wednesday and Thursday)</p> <p>St James House, Vicar Lane, Sheffield S1 2EX (open Monday to Thursday)</p> <p>or</p> <p>Tudor House, 16 Cathedral Road, Cardiff CF11 9LJ (open Monday to Thursday)</p>
<b>Hours of work</b>	35 per week, Monday to Friday

<b>Contract type</b>	Fixed term for 2 years
<b>Medical research</b>	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
<b>Conflict of interests</b>	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
<b>Immigration, Asylum and Nationality Act 2006</b>	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
<b>Our commitment to equity, diversity and inclusion</b>	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.



## How to apply guidance

We hope you choose to apply for this role. In support of your application and in addition to you completing the application form, you're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated June 2024

Find out more about us at  
[breastcancer.org](https://breastcancer.org)

**BREAST  
CANCER  
NOW** The research &  
support charity