

YOUNG ENTERPRISE JOB DESCRIPTION PROJECT MANAGER

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| Job title | Project Manager |
| Department | Educational Partnerships Team |
| Reporting to | South West and South and Mid-Wales Educational Partnerships Regional Manager |
| Salary | Up to £32,000 per annum (pro rata) |
| Pay Grade | Grade 5 |
| Duration | Fixed Term Contract until 31 st October 2027, Part time (22.5 hours per week) |
| Reports | None |
| Location | Home Based – in the South West of England |
| Main job purpose | <p>Young Enterprise are excited to be running a brand-new project to support young people in the South West of England develop critical work ready skills and understand the pathways to employment through applied learning opportunities. You will manage all aspects of this project, ensuring it is delivered effectively and to budget.</p> <p>This is an opportunity to take a project from its very early stages all the way through to completion, and in doing so helping to gather some valuable externally evaluated evidence on how a collaborative ecosystem can support pathways to employment for young people.</p> <p>The project contains a number of different activity strands, all of which the post holder will be required to successfully deliver or oversee the delivery of. These include working with a group of teachers to understand applied learning opportunities, working with both internal and external stakeholders, reporting, both internally and externally, and governance of the project working closely with the funding organisation.</p> <p>You will need to maintain regular communications with stakeholders and be confident in reporting progress, both face to face and in written report form. We are looking for a proactive individual, comfortable with working independently, whilst also able to contribute to the whole team.</p> |

MAIN RESPONSIBILITIES

Overall project management

- Implement and develop project plans ensuring that time specific milestones for the delivery of the programmes are met
- Work closely with the Education Partnerships Regional Manager to ensure effective, coherent management and delivery
- Support the Regional Fundraiser with the relationship with the project funder, including providing regular updates via email and at meetings and producing monthly, quarterly and end of year reports
- Build effective working relationships with programme stakeholders including freelance specialist, teachers, senior leaders, funders and internal and external evaluation colleagues
- Maintain and further develop a reporting framework, providing monthly, quarterly and ad-hoc reports to fit both specific needs of funders, partners, senior management needs and other requirements

Content development and management

- Liaise with programme managers to ensure new programme materials are developed on time and meet the project objectives
- Liaise with all relevant internal and external stakeholders in relation to the content development, usage, brand and logo placement and maintenance of content

Programme management

- Coordinate and oversee project events (e.g. roundtable discussions, stakeholder events)
- Work closely with Educational Partnerships Regional Manager, Educational Partnerships Managers and Programme Managers to ensure all elements of the Project are delivered to agreed benchmarks

Communications

- Coordinate and oversee all programme communications (internal and external)
- Communicate relevant processes and materials clearly and appropriately to the target audiences
- Work closely with the relevant PR and Communications Teams (internal and external) to ensure the programmes are effectively communicated to target audiences

Monitoring and evaluation

- Monitor and ensure delivery of the agreed outputs according to the project funding agreement
- Communicate regularly with external evaluators via our Head of Impact and Insights
- Maintain and further develop a KPI mechanism to capture and measure the impact and outcomes of the project
- Prepare and regularly review the detailed risk registers for the programmes to include mitigating actions to address risks identified

Budget management

- Work with the Education Partnership Regional Manager and Regional Fundraiser to prepare, oversee, effectively manage and report on the project budget
- Maintain income and expenditure records for ongoing programme funding and outgoings
- Coordinate and oversee the distribution of additional funding to cover school expenses

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the charity and its overall objectives.

REPORTING RESPONSIBILITIES

The Project Manager will report directly to the Education Partnerships Regional Manager and will supply information as required by the funding organisations and other stakeholders.

PERSON SPECIFICATION

The Project Manager will have proven operational project management experience and knowledge of the delivery of education programmes focused on children and young people.

The successful candidate will have excellent communication and stakeholder management skills, the ability to build and maintain strong relationships with a range of key individuals and partner organisations, manage expectations effectively, and the ability to respond to differing needs.

The successful candidate will be operationally, politically and commercially astute with operational and financial skills, and should be able to demonstrate their success in complex project management alongside an understanding of the challenges that face educational settings.

SKILLS/ATTRIBUTES/KNOWLEDGE/EXPERIENCE

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| Essential skills | <ul style="list-style-type: none"> • Excellent communication skills – written and verbal - and experience of producing and delivering presentations to diverse audiences • Excellent project management skills within complex national projects • Clear analytical skills, and ability to plan ahead and supervise and support operations and people/agencies delivering projects at a distance • Ability to make quick and clear decisions • Ability to make trade-offs where appropriate and understand the impact on interrelated areas • Excellent planning skills to ensure effective use of resources and budget |
| Desirable skills | <ul style="list-style-type: none"> • Project Management Qualification • Strong understanding of monitoring and evaluation, and financial reporting processes |
| Essential experience | <p>The successful candidate must have a proven track record for:</p> <ul style="list-style-type: none"> • Delivering complex projects on time and on budget • Strategic thinking and business planning • Working with minimum supervision and knowing when to ask for support • Delivering / managing the delivery of events • Successful delivery of a range of projects involving effective engagement with non-direct reports • Building and maintaining successful relationships with multiple different stakeholders |
| Desirable experience | <ul style="list-style-type: none"> • Experience of working in education settings • Knowledge of current educational and political landscapes • Knowledge of the challenges faced by young people living in the South West |
| Disposition | <ul style="list-style-type: none"> • Self-starter with a passion to work with young people to help them succeed • Committed to the aims and values of YE • Emotionally resilient and able to work with ambiguity and difficult tasks • Entrepreneurial, responsive & creative • An accomplished team player |

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has four core organisational values:

- ***Unlocking Potential:*** Recognising and developing the potential of all; in our organisation; in the young people we champion and the stakeholders we work with.
- ***One Team:*** Working together effectively to achieve our goals.
- ***Enterprising and Resilient:*** Embracing change, innovating, adapting and responding to challenges and opportunities.
- ***Creating Great Impact:*** Aiming for the biggest impact on young people and their educators.

All Young Enterprise staff are encouraged to model these values at all times