

JOB DESCRIPTION AND PERSON SPECIFICATION: PROJECT MANAGER (POLICY)



Job description

Role:	Project Manager (Policy)
Grade:	Grade C - £35,860 to £39,429
Full/Part time:	Full time
Contract term:	Permanent
Responsible to:	Director of Impact and Influence
Hours:	37 hours per week These can be worked flexibly, and we are happy to discuss alternative working patterns
Location:	The Union, Manchester
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	We offer staff many benefits, including: <ul style="list-style-type: none">+ 26 days annual leave, plus at least six discretionary days (at Christmas and Easter), plus bank holidays+ Employer pension contribution matched up to 6%+ We support a hybrid working in line with business needs+ Supportive, needs-based compassionate and other leave+ Supportive maternity, parental, adoption and partner's leave+ Cover the cost of your eye test and £100 towards new glasses+ An employee assistance programme to support your wellbeing+ Plenty of opportunities for learning and development+ Access to student discounts online and in the city

Purpose of the role

This is a brilliant opportunity for someone who thrives on momentum, clarity and making things happen. As Project Manager (Policy), you'll be right at the centre of The Union's student voice work: turning insight into actions and ideas into real change. You'll manage the day-to-day running of the student voice programme, keeping plates spinning, projects moving and people aligned. Whether that's planning meetings, tracking actions, managing risks or turning priorities into clearly scoped, outcome-focused projects. If you love bringing order to complexity and enjoy seeing plans come to life, you'll feel right at home.

Just as importantly, you'll be the person who joins the dots. You'll curate insight from across the organisation and beyond, managing the production of *In the Loop*, our quarterly student voice report, and creating clear, decision-ready briefings that help us act with confidence. You'll work closely with elected officers, colleagues and University partners, helping translate strategy into action and ensuring students can see the difference their voices make. It's a role with real variety, influence and pace which is perfect for someone with energy, curiosity and a genuine drive to turn student voice into tangible, rewarding change.

Principal duties

Programme, governance and project management

- + Manage the day-to-day delivery of the student voice programme, ensuring activity is well planned, sequenced and delivered to agreed timescales.
- + Provide end-to-end project management, translating agreed priorities and decisions into clearly scoped projects with defined outcomes, milestones, responsibilities and risks.
- + Plan and coordinate meetings and engagement activity, including drafting agendas, preparing papers and ensuring effective follow-up.
- + Own and track actions arising from student voice activity and policy decisions, maintaining clear accountability, follow-through and effective meeting coordination.
- + Proactively manage risks, dependencies and slippage, embedding learning and continuous improvement to keep work on track.

Knowledge curation, briefing and reporting

- + Curate student voice insights, bringing together internal and external evidence to support prioritisation and evidence-based decision-making.
- + Join the dots across connected strands of work, identifying implications, gaps and opportunities to inform clear choices.
- + Manage *In the Loop* production, owning the editorial calendar and coordinating contributions from research, representatives, casework and engagement activity.
- + Produce clear, decision-ready briefings and insight summaries that set out recommended, agreed and in-progress actions.
- + Create, embed and maintain knowledge management mechanisms, systems and processes for student voice.

From decision to delivery

- + Support leaders and teams to turn decisions into coherent actions, projects or workplans, ensuring clarity of purpose and next steps.
- + Act as a bridge between strategic intent and operational delivery, maintaining momentum from discussion through to implementation.

Working across the organisation and with partners

- + Work closely with policy, engagement and delivery colleagues to align student voice activity with wider organisational priorities.
- + Prepare and brief elected officers for committees and decision-making forums.
- + Support delivery of joint actions with University colleagues, tracking commitments and mitigating unintended impacts on students.

Impact, learning and communication

- + Track and report on policy impact, including wins, mitigations, resolution rates and engagement reach.
- + Ensure students are kept informed through clear communications that close the feedback loop, in collaboration with the Communications and Marketing Manager.

Organisational stewardship and leadership:

- + Contribute to departmental planning processes and hold teams accountable for performance against key goals and indicators.
- + Understand key risks for area of work and ensure risk assessments are conducted against relevant activities
- + Assist staff in supporting in key students' union events and activities throughout the year including Welcome week, elections and supporting the officers in delivering their plans
- + Lead teams acting as an exemplar of The Union's behaviours ensuring all staff are given appropriate support and teams are consistently held accountable for delivering against expected performance standards (both role performance and behaviours)
- + Ensure that team activities are delivered in line with budget envelope and ensure any risks to financial targets are highlighted. Contribute to the forecasting and budgeting exercises in line with the organisational framework.
- + Hold good working knowledge of policy and procedure as it relates to the team's function, ensure that the team is knowledgeable in the policy and procedure that affects them and provide guidance to staff on application of the policy framework.
- + Proactively contribute to maintaining the communal spaces and ensuring the whole team share responsibility for managing team stores and keeping areas clean and tidy.

The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required. The Job Description may be subject to amendment from time to time after discussion with the post holder. This job description does not constitute part of the contract of employment.

Person specification

Criteria	Essential or desirable
Qualifications	
We accept candidates from any educational background	Essential
Experience	
Experience leading projects or initiatives end-to-end, operating within agreed budgets and resources.	Essential
Experience of operational planning, translating priorities or decisions into clear plans, actions and timelines.	Essential
Experience managing multiple workstreams or projects concurrently, maintaining pace, focus and follow-through.	Essential
Experience analysing, synthesising and presenting complex information or evidence to support discussion and decision-making.	Essential
Experience working with a range of internal and external stakeholders to progress shared objectives.	Essential
Experience working in a students' union, higher education, policy, public or membership-based organisation.	Desirable
Knowledge and skills	
Strong ability to synthesise evidence, data and insight into clear, accessible and decision-ready briefings.	Essential
Strong written and verbal communication skills, with the ability to adapt style and format for different audiences.	Essential
Ability to influence, coordinate and maintain momentum without direct line-management authority.	Essential
Good working knowledge of evidence-informed policy development or consultation processes.	Desirable
Knowledge of student representation, engagement or "voice" mechanisms.	Desirable
Understanding of equality, equity and inclusion considerations in policy or decision-making contexts.	Desirable
Personal attributes	

Highly organised, proactive and detail-focused, with strong follow-through and the ability to keep multiple strands of work moving at pace.	Essential
Confident operating at manager level, using sound judgement and initiative to balance operational delivery with problem-solving within own area of expertise.	Essential
Highly effective interpersonal skills, with the ability to build trust and form productive relationships at all levels of the organisation and with external partners.	Essential
A collaborative, people-centred approach, able to influence, connect and get things done through relationships rather than direct line-management authority.	Essential
Motivated, positive and adaptable, with a commitment to continuous learning, embracing new opportunities and making a meaningful contribution to the organisation.	Essential
Values and ethics	
Understanding of and commitment to the principles of equity, inclusion and diversity, and The Union's values .	Essential