



Job Description and Person Specification

GFS Projects Manager – 150th and Girls Rights Collective

Title:	GFS Projects Manager
Location:	Virtual (Home Based within the UK)
Contract:	Full time, fixed term until December 31 st 2025
Hours:	35 hours weekly
Salary:	£36,804 pa
Holidays:	25 days pa
Reporting to:	Head of Fundraising and Communications
Responsible for:	N/A
Other:	

About GFS

Established in 1875, GFS is one of the oldest UK registered charities working to support girls and young women. We believe in challenging gender inequality by empowering girls and young women. We achieve this by providing groups where girls and young women build friendships, gain confidence, and learn that they are unstoppable.

We create a programme of activities designed to develop confidence, self-esteem, emotional wellbeing, and resilience, and recruit and train women volunteers to run those activities in a single gender space. We prioritise working in areas of disadvantage.

About the job

This fixed term role will be leading two exciting projects until December 31st 2025, both that will be foundational in setting GFS up for success in the future and kicking of our work to build our external profile and partnerships.

It is our 150th Anniversary in 2025, we are reaching this milestone at a pivotal moment in our organisation's development, transitioning into an organisation that truly meets the needs of today's diverse society. We want to mark this anniversary not only with a celebration but by taking the opportunity to build our profile and brand with key stakeholders and audiences.

As part of the activities planned for our 150th year we are also proud to be taking over the custodian of the Girls Rights Collective. Since it was established by Plan International UK in 2022, this UK-wide network of professionals and organisations in the girls' sector has provided a community space to connect, collaborate, celebrate and challenge, to accelerate the realisation of girls' rights. This role will manage the network and its activities in its first year being hosted by GFS.

We are looking for an experienced project manager, who has played a leading role in brand and marketing campaigns, delivered events and can build excellent partnerships to lead this work that we hope will help us realise a step change in the organisation's growth and trajectory.

Key responsibilities

Project Management	<ul style="list-style-type: none"> • Ensure both the 150th activity and the GRC is well planned with achievable milestones and deliverables • Communicate effectively to mobilise the team across the projects • Ensure the budget for the 150th is monitored and managed • Ensure we are monitoring and evaluating the impact of both the GRC and 150th activities • Ensure risk management processes are in place across all projects
Girls Voices	<ul style="list-style-type: none"> • Centring girls voices across our 150th celebrations • Ensuring any engagement with young people is risk assessed and safeguarding is in place • Considering the role of girl voices in our work with the GRC
Partnership and stakeholder Management	<ul style="list-style-type: none"> • Ensure excellent relationships with internal GFS staff team members in particular the Fundraising Development Manager and Marketing and Communications coordinator • Build and manage key external partnerships in relation to the delivery of the 150th anniversary activity • Ensure GFS internal stakeholders are well engaged with our 150th celebrations including our broad volunteer workforce • Transition relationships across the GFS team as appropriate for further stewardship • Keep the CRM up to date
150 th Campaign	<ul style="list-style-type: none"> • Manage the agency delivering the creative elements of the 150th campaign • Ensure the campaign is being applied appropriately • Building partnerships and collaborations that amplify the campaign and build GFS's profile • Activate the campaign at key moments working with the GFS team (International Womens Day, International Day of the Girl etc.) • Measure the impact of the campaign in increasing GFS brand recognition and profile
150 th Activities	<ul style="list-style-type: none"> • To lead the delivery of all 150th Activities, including local and national events • To chair the 150th Steering group and working group • To keep the GFS staff and volunteer team up to date with progress and opportunities to engage with 150th activities • Develop and deliver one off moments/ activities/ events with partners as part of our 'in collaboration with series' for our 150th • Support the stewardship of key donors
Girls Rights Collective	<ul style="list-style-type: none"> • Coordinate regular engagement opportunities including online and in person • To manage the membership via our CRM Salesforce • To communicate regularly with the GRC (email updates/ newsletter/ informal drop in sessions) • To moderate any online forums (linkIn or Facebook tbc) • To monitor the reach and impact of the GRC

	<ul style="list-style-type: none"> To support the fundraising team with any applications related to the GRC
Organisational responsibilities	<ul style="list-style-type: none"> To attend regular staff and volunteer meetings. To collaborate and communicate with other GFS teams and provide regular updates. To understand and demonstrate GFS values. To undertake appropriate training as required To demonstrate a practical commitment to equal opportunities and inclusion To comply at all times with GFS policies and procedures. To understand and comply with health and safety procedures

Person Specification Essential Experience Skills and abilities

- Excellent project management skills
- Event management experience
- Experience of delivering a communications campaign, ideally with a brand or fundraising outcome
- Experience of delivering impact through a project or programme of work
- Excellent communication and presentational skills, with the ability to connect successfully to a variety of audiences.
- Excellent partner engagement and management skills
- Ability to lead and work as part of a team and to deliver a programme of activities
- Effective time management and ability to prioritise workload.
- IT literate – comfortable using IT including Outlook and virtual meeting systems, and electronic record keeping systems.
- Access to a professional home working environment (with excellent broadband connectivity)
- A commitment to equality, diversity and inclusion and an understanding of intersectional practice.
- An understanding of child protection and safeguarding, and a commitment to their implementation
- A commitment to GFS aims, values and ethos.
- An understanding of volunteering

Desirable

- Experience of working within a youth or women and girls setting
- Understanding of current issues affecting girls and young women
- Experience of leading, motivating and inspiring volunteers

This post is eligible for a DBS criminal records check.

Candidates must be eligible to work in the UK and will be required provide at least two professional references ideally covering the last five years.