YOUNG ENTERPRISE JOB DESCRIPTION Resources Development Project Manager	
Job title	Resources Development Project Manager
Department	Programmes and Services
Pay Grade	Grade 5
Salary	Up to £35,000
Reporting to	Services Development Manager
Reports	1 direct report
Location	Hybrid – working from our Central London or Oxford Office min 4 times a month
Working Hours	Full time – 37.5 hours / 5 days a week
Main job purpose	The overall responsibility of the Resources Development Project Manager is to lead on all aspects of YE's resource development and Quality Mark accreditation services. The Resources Development Project Manager will project manage a portfolio of resource development projects from inception to completion including drafting high quality funding proposals, managing the development of content and design through working with expert authors and design agencies, supporting resource producers throughout the development process, and supporting the preparation of monitoring and evaluation plans as needed. The role requires a proactive, organised and practical approach to ensure projects are delivered effectively and efficiently. The Resources Development Project Manager is also responsible for ensuring the Quality Mark accreditation process is conducted effectively. This includes supporting resource producers through the assessment process, maintaining an effective pool of freelance QM assessors through the facilitation of training and ongoing support, as well as line managing and supporting the Services Coordinator in their role. Across all resource development and Quality Mark projects the Resources Development Project Manager will need to maintain regular communications with stakeholders and be confident in reporting progress, both face to face and in written report form.

MAIN RESPONSIBILITIES

Overall project management
- Develop and implement project plans ensuring that time specific milestones for the delivery of resource development and Quality Mark projects are met
- Commission freelance consultants to author resources, as well as third party agencies (design and digital) as needed.
- Recruit and train a pool of freelance Quality Mark assessors. Ensure the quality of the assessors work is maintained, including conducting quality control processes and arranging annual training
- Build and maintain effective working relationships with resource producers, consultants, assessors, evaluators and other stakeholders.
- Work closely with the Services Development Manager on the initiation of new resource development projects and the progress of existing projects to ensure effective management and delivery
- Develop and maintain processes for managing resource development projects, including developing and implementing project plans, facilitating focus groups and testing, engaging and monitoring external agencies as required.
- Coordinate and input into the strategic direction of the services
- Work with the Digital Engagement Manager and Services Coordinator to oversee and maintain the Resource Hub on the YE website
- Work with the Services Coordinator to ensure the smooth and effective running of the Advisory Service, including the distribution of hard copy resources ordered from the YE website and Amazon

Stakeholder Management
- Manage the relationship with the Quality Mark funder, including providing regular updates, producing monthly and quarterly reporting against milestones, KPIs and budget
- Develop and maintain relationships with a range of resource producers, providing high quality support and guidance throughout the process

Income Generation and Budget Management
- Prepare high quality funding proposals for resource development projects, including details on activities, timeline and budget, supported by the Services Development Manager and Head of Programmes and Services
- Work with the Services Development Manager to prepare and oversee the effective management of resource development and Quality Mark budgets
- Maintain an income pipeline matrix to forecast income associated with the resource development and Quality Mark services

Monitoring and Evaluation
- Maintain an appropriate KPI mechanism to capture and measure the impact and outcomes of the programme
- Support the Theory of Change and evaluation sessions required for the QM process

Marketing and Communications
- Respond to initial enquiries from resource producers and provide a triage service to support them in their next steps.
- Work with the Marketing team to effectively promote the resource development and Quality Mark services to both resource producers and end users

Line Management
- Line-manage, motivate and support direct report to deliver services efficiently, effectively and to a high standard.

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

REPORTING RESPONSIBILITIES

The Resources Development Project Manager will report directly to the Services Development Manager and will supply information as required by the Senior Leadership Group, funding organisations and other stakeholders.

PERSON SPECIFICATION

The Resources Development Project Manager will have proven project management experience and knowledge of the development and delivery of education projects and materials focused on children and young people. They will be commercially astute and able to prepare compelling funding proposals for resource development projects.

The Resources Development Project Manager will need to manage a number of competing tasks and projects at one time. 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 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

Essential Skills	• Excellent communication skills - written and verbal - and experience of making presentations to diverse audiences • Ability to think and plan strategically to achieve successful organisational outcomes • Excellent project management skills within complex 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 • Ability to plan and manage evaluation appropriate to the needs of a project • Ability to develop and champion appropriate processes to ensure high quality, consistent outputs
Desirable Skills	• Project Management Qualification
Essential Experience	The successful candidate must have a proven track record for: • Delivering complex projects on time and on budget • Strategic thinking and business planning • Working with minimum supervision and knowing when to ask for support • Developing / managing the development of resources from concept to delivery • Building and maintaining successful relationships with multiple different stakeholders • Coordinating and managing evaluation of a product, programme or project or service • Developing and implementing processes • Developing high quality funding proposals
Desirable Experience	• Managing the development of digital content • Experience of working in education settings • Knowledge of current educational and political landscapes • Managing evaluation work including overseeing the development and implementation of appropriate methodologies and tools
Disposition	• 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