

Projects Lead Senior Project Manager

Job Title: Senior Project Manager

Location: Working predominantly in the office in Warren Street, in addition to working at the locations of the different projects in boroughs across London. Plus occasional working from home

Hours and Pay: 4 days per week (32 hours) at £20 per hour.

About the role:

The Senior Project Manager will support the delivery of multiple projects, ensuring they are completed on time and on budget and are outcome-led, creating long-term change in the community. You will also ensure that these projects fully align with our Vision and Mission and Theory of Change. You will also help drive the sustainable strategic growth of the organisation by expanding our work in existing boroughs and winning projects in new ones. You will be reporting to the Head of Projects (HoP).

One of the main projects you will be leading is:

- A resilience project across two London boroughs: helping SME businesses understand the risks of extreme weather and helping them develop preparedness policies.

Key Tasks

Tasks will include, but are not limited to:

- Dynamically managing and successfully delivering several projects directly in Camden and in other London boroughs, leading to long-term systemic outcomes and behavioural change.
- Building relationships with businesses (SMEs) on our projects where business liaison is part of the deliverable.
- Collaborating with HoP and the Head of Imagination to drive long-term, sustainable strategic growth beyond the boroughs we are working in (Camden, Brent, Westminster & Hammersmith & Fulham, Hackney).
- Assisting in business development (BD) through funding and grant applications.
- Working closely with PMs on other projects to support them as and when needed.
- Ensuring successful event delivery across projects that meet the requirements set out in T&D process documents.

Essential Skills

- Ability to work in a fast-paced environment
- A proven track record of delivering multiple complex projects
- Experience in working with businesses
- An interest in and passion for climate action, social and ecological justice.
- Good use of written and spoken English
- A team leader and team player
- Good with budget management
- Attention to detail
- Confident public speaker

Desirable Skills

- Ability to think strategically
- Experience in working with SMEs specifically
- Experience in community engagement outreach
- Good IT skills, familiarity with Google Workspace, Canva, and on occasion Microsoft
- Experience in delivering greening and ecological interventions
- A driving licence

Personal Attributes

- Dynamic, energetic and able to work in a fast-paced environment
- Friendly and welcoming
- Ability to work autonomously and as part of a team
- Inclusive and kind way of being

Requirements

- Ability to work from home using own laptop and internet

More about Think & Do:

We are a climate and social justice non-profit working with London residents. We co-design and implement projects with communities, in particular from global majority backgrounds, who live in areas of social deprivation and suffer from environmental injustice.

Our Vision

Our vision is a London of connected, resilient communities where residents most affected by climate and social injustice have the resources and opportunities to collectively lead the change their neighbourhoods need.

Our Mission

To co-create and deliver projects which build resilience and equip communities with skills, confidence and resources to take action against climate and social injustices from the ground up.

To apply, email your application to ned@thinkanddolondon.org.uk