



JOB DESCRIPTION

Job Title: Strategic Project Manager

Responsible to: CEO of Mentivity

Responsible for: N/A

External Stakeholders: Funders & Grant Providers, Educational Institutions, Research & Evaluation Partners, Corporate & Industry Partners, Councils & Local Authorities, Creative & Media Agencies (depending on project needs).

Team: Leadership/Operations/Delivery

Location: Mentivity House, 50 Westmoreland Road, London, SE17 2GA with the option of working from home (2 days a week).

About Mentivity:

Founded in 2016 by Sayce Holmes-Lewis alongside co-founders Leon Wright and Tyson Holmes-Lewis, Mentivity is an award-winning, inspirational mentoring organisation that provides aspirational support for young people, schools, and parents.

Through Mentivity House, we offer a dedicated space for youth development and community engagement, including youth clubs, tailored programmes, and our respite provision.

Our services also include mentoring, professional training, and apprenticeship/career readiness programmes, equipping young people and our wider community with the skills, confidence, and opportunities they need to succeed.

What we do:

Mentivity Mentoring

- Bespoke mentoring programmes to nurture young people's passions and help them connect these interests to life and career aspirations.
- Delivered at Mentivity House & in schools and colleges.

Mentivity House

- A space to play, to learn, to socialise and to collaborate with the Aylesbury, Taplow estates and wider community.
- An inclusive community space that reflects the diversity of Walworth and its surrounding areas.
- A diverse and balanced programme of activities, from youth work to arts-workspace.
- Event space for local community groups offering activities that deliver social value.

Mentivity Respite Provision

- Flexible, nurture-centric respite education provision for young people.
- Targeted interventions to address behavioural and social development needs and to support reintegration to mainstream education.

Main Purpose of position:

The Strategic Project Manager will oversee project planning and delivery across Mentivity, ensuring alignment of resources with organisational priorities. Reporting to the CEO, this role will manage key initiatives across departments, including the Apprenticeships, cross functional project management..

The ideal candidate will own the organisation’s roadmap, coordinating teams and resources to deliver impactful outcomes. This is a dynamic role requiring strategic oversight, excellent project management skills, and a collaborative approach to ensure Mentivity’s mission is achieved.

DUTIES & RESPONSIBILITIES - Subject To Organisational Reality

Main duties of the role	% of role
<p>Project Planning and Oversight</p> <ul style="list-style-type: none"> • Develop and manage the organisational roadmap, ensuring projects across all departments align with Mentivity’s strategic objectives. • Oversee project planning for the Executive Office, Community Engagement Lead, Respite Provision, and owned initiatives (e.g., transition to charity status, Gradvisor). • Define project goals, timelines, milestones, and deliverables, ensuring resources are allocated efficiently. • Track progress and provide regular updates to the CEO and senior leadership team (SLT). 	35%
<p>Strategic Alignment</p> <ul style="list-style-type: none"> • Collaborate with department leads to drive projects and initiatives, ensuring alignment with timing plans, resource allocation, business needs and resource availability. • Manage project pipelines to ensure delivery is on track and adjust plans as necessary. • Identify risks and opportunities across the organisation, providing actionable insights to project leads and SLT. • Facilitate cross-functional collaboration to enhance efficiency and drive impact across Mentivity’s initiatives. 	15%
<p>Operational and System Improvements</p>	15%

<ul style="list-style-type: none"> • Own the development and implementation of tools and systems to streamline project management, including resource planning and performance tracking. • Ensure processes are documented and consistently followed across the organisation. • Drive continuous improvement through managing project debriefs and following up with project leads to apply learnings to future projects. 	
<p>Governance and Transition to Charity Status</p> <ul style="list-style-type: none"> • Support the transition process, creating project plans, meeting cadence and operational processes to ensure compliance with regulatory requirements and best practices. • Coordinate board meetings, create board packs, minute meetings and follow up on actions. • Escalate risks and issues to the SLT. 	5%
<p>Apprenticeships Function Project Manager</p> <ul style="list-style-type: none"> • Lead the development and implementation of Mentivity’s apprenticeships function, focusing on building out a robust strategy and programme. • Collaborate with corporate partners, schools, colleges, and young people to create pathways for apprenticeships that address key skills gaps. • Work with the tech platform Gradvisor to streamline processes, enhance access to apprenticeship opportunities, and ensure alignment with organisational goals. • Drive partnerships with stakeholders to secure funding, resources, and support for the apprenticeships function. • Monitor and evaluate the effectiveness of apprenticeship initiatives, reporting insights to SLT and recommending improvements. 	10%
<p>Quarterly Newsletters and Social Media Assets</p>	10%

<ul style="list-style-type: none"> • Collaborate cross-functionally to create compelling quarterly newsletters and engaging social media assets that keep Mentivity’s community and stakeholders informed. • Ensure that all communications align with Mentivity’s voice and brand, showcasing the impact of programmes, partnerships, and initiatives. • Develop content plans, including key themes and milestones, to maintain consistent engagement with diverse audiences, including schools, councils, parents, and young people. • Monitor analytics to measure the effectiveness of newsletters and social media campaigns, using insights to refine strategies and improve outreach. 	
<p>Driving the Mentivity Manifesto</p> <ul style="list-style-type: none"> • Take ownership of Mentivity’s manifesto, ensuring it reflects the organisation’s mission, values, and vision for systemic change in education and youth services. • Work cross-functionally with teams across Mentivity to identify and develop innovative opportunities that align with the manifesto’s objectives. • Research and pitch tailored proposals to councils, educators, and other key stakeholders, showcasing how Mentivity’s services address critical challenges and drive meaningful impact. • Collaborate with leadership and external partners to refine messaging and secure buy-in for initiatives tied to the manifesto. • Track and report on progress, sharing successes and lessons learned to continuously strengthen Mentivity’s advocacy efforts. 	10%

PERSON SPECIFICATION

KEY SKILLS AND COMPETENCIES	Essential (E) Desirable (D)	Demonstrate at Application (A) or Interview (I)
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Exceptional project management skills, with a proven ability to oversee complex, multi-departmental initiatives.	E	A/I
Strategic thinking, with the ability to translate organisational goals into actionable plans.	E	I
Strong stakeholder management and communication skills, both written and verbal.	E	A/I
Proficient in tools like Google Workspace, project management tools/software, and CRM systems (Mailchimp or alternatives).	E	A/I
Highly organised, detail-oriented, and capable of managing multiple priorities simultaneously.	E	A/I
Collaborative mindset, with the ability to work effectively across diverse teams and functions.	E	I
QUALIFICATIONS AND EXPERIENCE		
3+ years of experience in strategic project management or a related role, ideally within the education, non-profit, or social impact sectors.	E	A/I
Demonstrated experience in roadmap development, resource planning, and stakeholder engagement.	E	A/I
Familiarity with charity governance, regulatory requirements, and operational transitions.	D	A/I
Experience working in a fast-paced, mission-driven environment is highly desirable.	D	A/I
PERSONAL QUALITIES		

Willingness to learn new skills	E	A/I
Brings energy, enthusiasm and ideas to the organisation	E	I
Ability to handle sensitive information in a professional manner, and in line with our policies	E	A/I
A commitment to/an understanding of equity, inclusion and diversity	E	A/I
A commitment to personal and professional development	E	A
Demonstrates a proactive and adaptable approach, showing willingness and initiative to take on new challenges and respond effectively to the evolving demands of our organisational development.	E	I
Flexible and agile, able to thrive in a dynamic environment and adjust priorities as needed.	E	I
Commitment to promoting diversity, equity, and inclusion in the workplace	E	A/I
Exhibits a positive, solutions-focused attitude, with a commitment to excelling in designated areas and contributing to the overall success of the organisation.	E	I

Salary: £40,000 - £42,500

Location: Mentivity House

Hours: 40 hours

Contract type: Full-time with flexibility to accommodate project deadlines and organisational needs

Annual leave: 28 Days inclusive of bank and public holidays

Duration: Fixed term (1-year contract)