Versus Arthritis

Job description

Job title: Senior Project Manager

Reports to: Head of Change Delivery

Department: Change Delivery

Directorate: Finance and Corporate Resources

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**Finance and Corporate Resources (FCR) Directorate**

The Finance and Corporate Resources Directorate encompass the charity’s finance, awards and procurement, governance, assurance and legal, improvement and impact, ICT, facilities and digital and data operations as well as ensuring our impact is clearly defined. The Directorate’s work ensures the charity is sustainable in the long term. We deliver excellence in policy, process and systems in a range of infrastructure of our business management functions to ensure that we are a well-managed charity with strong foundations.

Job purpose

One of the senior roles within the Change Delivery Team- this role is responsible for the continued evolution, embedding, and championing of our organisational approach to project management. This includes supporting colleagues around the charity to effectively fulfil their project roles and successfully deliver change activities.

This role undertakes deployments to manage delivery of some of the charity’s most high-risk, high-value, and complex change projects within the Sustainability Programme, ensuring they are delivered on time, to budget, and to the required standard.

The role will also be responsible for further development and delivery of a cross organisational learning and development offer to upskill colleagues in project management.

Main duties

* Work with the Head of Change Delivery to raise the profile of the team and the Sustainability Programme, developing and delivering a cross-charity communications and engagement plan.
* Champion our organisational approach to managing projects, maintaining and evolving our project management tools, templates, and guidance, embedding our approach to ensure consistent use by staff delivering change projects and programmes within the Sustainability Programme.
* Lead the design and delivery of a project management learning and development offer to upskill colleagues delivering change activities.
* Refine and deliver a support offer to assist teams in delivering their own small-scale projects and improvement activities- likely through mentoring, coaching, and workshop facilitation.
* Exhibit excellence in project management, delivering some of the charity’s most complex change projects in line with the charity’s established approach to project management.
* Oversee the implementation and operation of project management software, Monday.com.
* Effectively manage, develop, and support direct reports, reviewing their performance in line with our appraisal process.

People management responsibilities

Line manages:

* Project Officer

Key stakeholders and relationships (internal/external)

* Head of Change Delivery
* Project Officer
* Programme and Project Managers and Officers within the wider Change Delivery Team
* Programme and Project Management experts around the organisation
* Planning, Performance, Impact, Finance, Risk, and Compliance teams
* Change Review Group members

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Significant experience of successfully defining, planning, delivering, monitoring, and evaluating complex, high-risk, high-value, and cross-organisational projects in a project management role.
* Knowledge of diverse project management methodologies.
* Significant experience of working with stakeholders at all levels to ensure anticipated project benefits are realised.
* Experience of developing and implementing standards related to project/programme management at a charity-wide scale.
* Experience in designing and facilitating internal training sessions.
* Experience of recruiting and line managing a team.

Qualifications and professional memberships

Association of Project Managers (APM) membership, Prince2/Agile/PMQ qualification, or equivalent.

Skills

* Exceptional project and change management skills with the ability to effectively mentor others to build project management understanding and capability across the charity.
* Strong analytical skills with the ability to recognise and articulate problems and develop creative and innovative solutions and recommendations.
* Able to work collaboratively with internal and external stakeholders at all levels, demonstrating strong skills in facilitation, collaboration, networking, negotiation, mediation, and influencing.
* Highly effective listening, verbal, and written communication skills with excellent attention to detail and ability to tailor information for different audiences to ensure accessibility.
* Proficient in managing change, utilising associated approaches and tools, and bringing people on the journey to ensure effective and sustained embedding of change.
* Strong organisational and planning skills; ability to set and deliver to deadlines, and independently manage workload in a fast-paced environment that includes multiple concurrent priorities.
* Strong skills in monitoring, analysing, and reporting on major project variables including people, process, financials, and data.
* Advanced Microsoft Office skills (SharePoint, Outlook, Word, PowerPoint, and Excel in particular) and some familiarity with Monday.com would be beneficial.

Desirable experience, knowledge and skills

* Experience in business partnering and mentoring.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.