

## YOUNG ENTERPRISE JOB DESCRIPTION PROJECT MANAGER

Job title	Project Manager
Reporting to	Senior Programme Manager
Pay Grade	Grade 5 (up to £32,500) Fixed Term Contract to 31 <sup>st</sup> October 2021
Department	Programmes and Services
Reports	None
Location	Flexible – London Office or Home based with travel: Travel expected to deliver outcomes assigned to the role, including regular travel to London
Main job purpose	<p>The Project Manager will be responsible for the setup, management, delivery and evaluation of initiatives designed to equip young people with crucial financial, enterprise and employability skills.</p> <p>The focus of the role will be to manage the production of three versions of the Your Money Matters financial education textbook, tailored for Northern Irish, Scottish and Welsh audiences (including managing the process of any necessary translation).</p> <p>The project involves working with our specialist education consultants and other stakeholders, including teachers, to identify necessary amends to the current textbook content, working with authors and designers to implement these amends, managing the translation of the textbook and the Financial Education Planning Frameworks into Welsh, managing the distribution into schools, and supporting relevant stakeholders in each country to raise awareness of the textbook in schools. This post will lead on the coordination of the project ensuring the various aspects are completed on time and to budget.</p> <p>There will be a need for occasional travel to Northern Ireland, Scotland and Wales to engage with project stakeholders.</p> <p>The Project Manager may also have responsibility for other assigned projects and programmes as required.</p> <p>Across all projects and programmes the Project Manager will need to maintain regular communications and good relationships with stakeholders and be confident in reporting progress, both face to face and in written report form.</p>

## MAIN RESPONSIBILITIES

### Overall project management

- Implement and develop project plans to ensure that time specific milestones for the delivery of projects are met
- Work closely with the programmes team, funding organisations and key stakeholders
- Work closely with the Senior Programme Manager to ensure effective, coherent management and delivery
- Oversee the work of external agencies (consultants, designers, printers etc.) involved in the project
- Work with stakeholders to manage the project logistics (e.g. print runs, distribution strategies)
- Build effective working relationships with project stakeholders including teachers, senior leaders, project partners, funders and evaluators
- Set and manage the expectations of stakeholders
- Develop and maintain a reporting framework, providing monthly, quarterly and ad-hoc reports to fit both specific needs of funders, senior management needs and other requirements
- Work with other teams within YE to ensure compliance on issues relating to insurance, health and safety, child protection, volunteer support, project development and delivery

### Content development and management

- Coordinate and manage three country specific reviews of the Your Money Matters textbook content
- Implement a feedback framework and mechanism to ensure amends are captured, responded to and actioned where necessary in a timely fashion
- Liaise with stakeholders in relation to the content development, usage, brand and logo placement

### Event management

- Coordinate and oversee project events as necessary (e.g. focus groups, stakeholder meetings, workshops etc.)

### Communications

- Coordinate and oversee all project communications.
- Communicate relevant processes and materials clearly and appropriately to the target audiences
- Work closely with the relevant Marketing, PR and Communications Teams (internal and external) to ensure the projects are effectively communicated to target audiences

### Monitoring and evaluation

- Monitor and ensure delivery of the agreed outputs according to funding agreements
- Communicate regularly with evaluators (internal and external as necessary)
- Scope processes for monitoring, implementation and evaluation of the projects as necessary, with input from YE staff and other stakeholders
- Develop and maintain a KPI mechanism to capture and measure the impact and outcomes of the project
- Regularly review the detailed risk registers for the projects to include mitigating actions to address risks identified

### Budget management

- Work with the Senior Programme Manager to prepare and oversee the effective management of project budgets

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

## REPORTING RESPONSIBILITIES

The Project Manager will report directly to the Senior Programme Manager and will supply information as required by the Senior Management Team, funding organisations and other stakeholders.

## PERSON SPECIFICATION

The Project Manager will have proven operational project management experience and knowledge of the development and delivery of education programmes focused on children and young people.

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 will be operationally, politically and commercially astute with operational and financial skills, and 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	<ul style="list-style-type: none"> <li>• Excellent communication skills – written and verbal - and experience of making presentations to diverse audiences</li> <li>• Ability to think and plan strategically to achieve successful organisational outcomes</li> <li>• Excellent project management skills within complex national projects, and the ability to manage competing demands and a varied workload within agreed deadlines</li> <li>• Clear analytical skills, and ability to plan ahead and supervise and support operations and people/agencies delivering projects at a distance</li> <li>• Ability to make quick and clear decisions</li> <li>• Ability to make trade-offs where appropriate and understand the impact on interrelated areas</li> <li>• Excellent planning skills to ensure effective use of resources and budget</li> <li>• A proactive and flexible approach with the ability to work independently and act on initiative where appropriate.</li> <li>• Ability to set and manage stakeholder expectations within projects and programmes</li> </ul>
Desirable Skills	<ul style="list-style-type: none"> <li>• Project Management Qualification</li> </ul>
Essential Experience	<p>The successful candidate must have a proven track record for:</p> <ul style="list-style-type: none"> <li>• Delivering complex projects on time and on budget</li> <li>• Strategic thinking and business planning</li> <li>• Working with minimum supervision and knowing when to ask for support</li> <li>• Developing strong working relationships with a range of stakeholders, both internal and external</li> <li>• Successful delivery of a range of projects involving effective engagement with non- direct reports</li> <li>• Managing the development of content</li> </ul>
Desirable Experience	<ul style="list-style-type: none"> <li>• Experience of working in education settings</li> <li>• Experience working with resource production partners e.g. printers and designers</li> <li>• Knowledge of current educational and political landscapes</li> <li>• Experience in design and development of programmes for young people that develop skills, knowledge and attitudes.</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Self-starter with a passion to work with young people to help them succeed</li> <li>• Committed to the aims and values of YE</li> <li>• Emotionally resilient and able to work with ambiguity and difficult tasks</li> <li>• Entrepreneurial, responsive, proactive &amp; creative</li> <li>• An accomplished team player</li> </ul>