

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

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|----------------------|------------------------------|------------------------|---|
| Job title | Senior Project Manager | Location | Flexible, with occasional travel to our Chesterfield or London offices required |
| Contract type | Full-time, 35 hours per week | Contract length | 6 months (maternity cover) to end December 2022 |
| Date | June 2022 | | |

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

We've come a long way over the last few years with establishing an organisational approach to managing projects and beginning to embed this way of working. We are now in the process of developing a new strategy for the charity along with accompanying plans that will deliver the impact we want to make. Much of our priority activity will need to be delivered as projects within our portfolio of change. To support this, we will need to further evolve our project management skills and expertise.

This senior role within our Portfolio Office will play a key part in this. Part of the Impact and Improvement department, this role is responsible for the continued evolution, embedding and championing of our organisational approach to project management, as well as recruiting, managing, and nurturing our project management resource, and helping ensure all projects are delivered on time, to budget and to the required standard.

Main purpose of the role

This role will attract, recruit, and manage our project management resource (including permanent and fixed term staff brought in to deliver specific projects) in response to requests for project management resource for priority projects across the charity.

They will continue to evolve our organisational approach to project management - leading on future iterations of our project tools, templates, and guidance, and further embed this approach through the development and delivery of a project management learning and development offer.

As the profession of project management continues to evolve considering ever-changing external contexts, the role will be responsible for responding to emerging trends ensuring the charity fosters good practice.

A proportion of the role, roughly 50%, will include managing projects supporting the effective delivery of our portfolio of priority projects.

Management and key relationships

Roles managed

- 1 x permanent Project Manager
- 1 x permanent Project Officer
- Fixed term Project Managers and Officers as required

Reports to

Senior Portfolio Manager

Key Relationships

- Head of Impact and Improvement.
- Programme Managers and Officers.
- Business and Portfolio Analyst and Support Officer.
- Project Sponsors, Leads, Managers and Officers.
- Directors and CEO.
- Heads of department and Directorate Business Managers.
- External partners and agencies.

Main Responsibilities and Duties

1 Recruit, manage, develop & nurture our Project Managers and Officers - including permanent deployable resource as well as fixed-term resource bought in for specific projects.

2 Exhibit and promote excellence in project management, ensuring all projects are managed using our agreed approach to deliver on time, to budget, and to the required standard.

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| 3 | Evolve our cross organisational project management learning and development offer including induction, training, and mentoring. |
| 4 | Effectively work with stakeholders and governance/reporting arrangements, reviewing performance of Project Managers in collaboration with Project Sponsors and Leads. |
| 5 | Evaluate our organisational effectiveness around project management skills and competencies, and lead on our response to external project management trends. |
| 6 | Engage with colleagues in our Impact and Improvement team and beyond to ensure alignment of approaches and share good practice/learning. |
| 7 | Deliver against organisational and project specific objectives, achieve quality outcomes, prioritising and managing workload whilst working to tight deadlines. |
| 8 | Ensure that any data used is fit for purpose. When processing data, ensure that it is of high quality and that any personal data is used in compliance with GDPR arrangements. Where any faulty data is observed, ensure it is highlighted in accordance with the relevant policy |

Criminal Record Check

Requirement This role DOES NOT require a Criminal Record check

Person specification

Knowledge, skills and experience: key requirements

| Requirement | Evaluation Stage |
|---|------------------------|
| 1 Substantial experience and knowledge of successfully initiating, planning, executing, closing and reviewing benefits of large, complex and long-term projects in a project management role. | Application/ Interview |
| 2 Skilled and experienced in managing people, and attracting, recruiting and retaining talent. | Application/ Interview |
| 3 Proficient in managing change, utilising associated approaches & tools, and bringing people on the journey . | Application/ Interview |

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| 4 | Highly effective listening, verbal and written communication skills with experience designing and delivering workshops and project management training sessions. | Application/ Interview |
| 5 | Able to work in partnership with people at all levels, demonstrating strong skills in constructive challenge, collaboration, networking and influencing. | Application/ Interview |
| 6 | Experience of organisational governance arrangements, monitoring major project management variables including people, process & data, and strong reporting skills. | Application/ Interview |
| 7 | Ability to recognise and articulate problems, and to develop innovate and creative solution options and recommendations. | Interview |
| 8 | Strong organisational skills to balance workload with multiple concurrent priorities, set and deliver to agreed deadlines. | Interview |
| 9 | Advanced MS Office skills. | Application/ Interview |

Desirable requirements

| Requirement | | Evaluation Stage |
|-------------|--|---------------------------|
| 1 | An interest in improving the lives of people with arthritis and the willingness to gain knowledge of arthritis and musculoskeletal conditions. | Application/ Interview |
| 2 | Working knowledge of theories of change and/or other strategic tools to enable identification of outcomes and activities. | Application/ Interview |
| 3 | Association of Programme Managers (APM), Management of Strategic Programmes (MSP), Prince2 qualified, or equivalent. | Application |
| 4 | Able to work flexibly in terms of hours and travel. | Int |

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.