

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.

Job title	Project Manager (x2 roles)	Location	London office hybrid or Chesterfield office hybrid
Contract type	Full-time, 35 hours per week	Contract length	Fixed Term 12 - months
Date	July 2022		

Context

We are Versus Arthritis. Alongside volunteers, healthcare professionals, decision makers and researchers, we do 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 people with arthritis whenever they need it. 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 the pain, fatigue and isolation of arthritis.

Over the last few years we have established an organisational approach to managing projects, developed a portfolio of cross-organisational transformational projects and programmes, and started 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 that will be managed through our portfolio. This is an exciting opportunity for a Project Manager to manage challenging, time limited, high-profile, strategically important projects which will vary in size but will be diverse and complex in nature.

Main purpose of the role

These two Project Manager roles are fixed-term, 12-month contract roles which will sit in the Portfolio team which forms part of the Improvement and Impact team in the Finance and Corporate Resources Directorate. You will be deployed to manage different projects that are considered high risk, high impact projects and so these roles are for people who excel working on a broad range of projects.

You will be able to confidently manage the lifecycle of a project and bring much needed rigor and scrutiny as well as a flexible project management approach. You will be comfortable building

background knowledge quickly enabling you to hit the ground running on the project/s you are deployed to. You will need strong relationship management and communication skills, working in partnership with colleagues across the charity.

Management and key relationships

Roles managed

None, however the post holder will oversee the work if a Project Officer is deployed to support the project.

Reports to

Senior Project Manager

Key Relationships

- Senior Project Manager
- Senior Portfolio Manager
- Project Officer
- Programme Managers
- Project sponsors and directors
- Other project & programme leads, managers and officers (i.e. all colleagues within the Portfolio team)
- Business area managers and Heads of department
- External partners

Main Responsibilities and Duties

- 1 Develop, resource and implement the delivery of a range of high quality, prioritised and impactful projects.
- 2 Effectively work with stakeholders and governance / reporting arrangements.
- 3 Exhibit and promote excellence in project management and collaborative work.
- 4 Ensure effective financial planning and control for projects.
- 5 Deliver against organisational and project specific objectives, achieve quality outcomes, prioritising and managing workload whilst working to tight deadlines.

6 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 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 Demonstratable 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
2 Experience of, and ability to, work in partnership with stakeholders at all levels; demonstrating strong skills in constructive challenge, facilitation, collaboration, networking and influencing.	Application/ Interview
3 Strong analytical skills with the ability to recognise and articulate problems and develop creative and innovative solutions and recommendations.	Application/ Interview
4 Experience of organisational governance arrangements, monitoring major project management variables including people, process & data, and strong reporting skills.	Application/ Interview
5 Highly effective listening, verbal and written communication skills with excellent attention to detail.	Application/ Interview
6 Strong organisational and planning skills, ability to set and deliver to deadlines, and independently manage workload that includes multiple concurrent priorities.	Application/ Interview
7 Advanced MS Office skills.	Application

8	Strong commitment to high standards of service delivery and customer care.	Application/ Interview
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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	Prince2 practitioner level, or equivalent.	Application
4	An understanding and/or experience of Finance and HR systems implementation projects within a programme environment.	Application/ Interview
5	An understanding and/or experience of safeguarding management functions.	Application/ Interview

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**.