

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	<b>Senior Project Manager</b>
<b>Salary</b>	£30,000 to £32,000
<b>Period</b>	Permanent
<b>Location</b>	Tamworth
<b>Department</b>	Development and Operations
<b>Reports to</b>	Head of Development and Operations
<b>Responsible for</b>	Project Assistant/Officer (temp)
<b>Role Objectives</b>	Coordination of the delivery of funded contracts awarded to nasen. You will be responsible for the effective and efficient project management across multiple contracts and contract strands.
<b>Responsibilities</b>	<p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the effective project and contract management of nasen projects and awarded contracts.</li> <li>• Develop project plans, for new project delivery teams.</li> <li>• Ensure that the set-up of new projects is managed within the timeframes agreed and within the broader contractual requirements.</li> <li>• Manage project delivery in collaboration with nasen delivery teams, including logistics, content development, enquiries, risk management, budget monitoring, quality assurance, events and contract management.</li> <li>• Support the tracking, monitoring and reporting of multiple nasen projects including project timelines, project documents and project finances.</li> <li>• Liaise with external and internal colleagues regarding projects and contracts.</li> <li>• Mentor and support the Project Assistant to fulfil their role and establish a cohesive approach to project delivery as a team.</li> <li>• Support effective project administration including developing project documentation and supporting evaluation processes.</li> <li>• Provide oversight of all project progress and reporting.</li> <li>• Maintain accurate and current records across projects/contracts.</li> <li>• Support effective collation of evidence for regular reporting to funders such as the Department for Education to meet evidence requirements.</li> <li>• Work in partnership with the Head of Development and Operations to ensure that contractual requirements are fulfilled.</li> <li>• Attend meetings with contract partners and key stakeholders on behalf of nasen.</li> <li>• Co-ordinate monthly Project Governance Board meetings and reporting.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To support the Head of Development and Operations and other senior colleagues with day-to-day tasks and project management.</li> <li>• To contribute to the wider activity of the charity when required, including events, team away days, and other strategic priorities.</li> <li>• To undertake relevant training and development, as required.</li> <li>• To undertake other duties and responsibilities as required, appropriate to the grade of the post, as agreed with the Head of Development and Operations.</li> </ul>

Privacy Notice	<a href="http://www.nasen.org.uk/nasen-policies-and-legal">www.nasen.org.uk/nasen-policies-and-legal</a>
	<b>Person Specification</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree-level standard or equivalent experience, with GCSE passes in English Language and Mathematics or equivalent.</li> <li>• Recognised project management qualification (e.g. PRINCE2) or equivalent</li> </ul>
<b>Knowledge and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience coordinating or supporting a programme or range of projects in parallel.</li> <li>• Experience of successful contract management.</li> <li>• Experience of working with professionals from a variety of backgrounds and professional groups.</li> <li>• Experience using a range of project and programme management tools (e.g. risk registers, project plans, lessons logs).</li> <li>• Experience of reviewing commercial contracts to identify and address risks.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of budget management.</li> <li>• Experience of working in the voluntary sector.</li> </ul>
<b>Specific skills and behaviours</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to quickly establish personal credibility, and to develop and maintain effective working relationships with groups and individuals with differing perspectives and agendas using strong negotiation and closing skills.</li> <li>• Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally.</li> <li>• Excellent attention to detail and written communication skills, including writing summaries and project overviews,</li> <li>• Ability to manage own time across multiple project strands.</li> <li>• Excellent prioritisation and personal time management skills including the ability to deliver work to agreed timescales and standards.</li> <li>• Excellent interpersonal, communication and presentation skills.</li> <li>• Excellent IT skills, with good knowledge of Microsoft packages.</li> <li>• Ability to think and plan strategically, translate plans into actions proactively and balance risk against benefits to achieve positive outcomes.</li> <li>• Understanding of and commitment to equal opportunities and to nasen’s mission, vision and values.</li> <li>• Willingness to travel.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to develop and monitor budgets.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• The post-holder will need to adopt a flexible approach to support nasen’s work.</li> <li>• The role may require some working outside of office hours and occasionally at weekends.</li> <li>• The post-holder will work from the nasen office in Tamworth and will also be required to travel for the role including to the nasen office in London.</li> </ul>