

Job Description

JOB TITLE:	Project Manager
GRADE:	4
DEPT/TEAM:	Operations – Campaign Management
REPORTING TO:	Head of Campaign Management

PURPOSE OF JOB:

Project management and delivery of cross-organisational, multi-disciplinary activities within Comic Relief core campaigns (i.e. Red Nose Day and Sport Relief).

Specific Responsibilities:

1. Project specification, initiation and planning in consultation with relevant internal and external stakeholders. Review and adjustment of plans and objectives as necessary. Establish success measures.
2. Gather, distil and document requirements from the organisation in relation to the deliverables of the project. Communicate these with the relevant parties and maintain oversight for future sign off.
3. Work cross-organisationally to ensure that all project work-streams deliver according to agreed timelines, and to ensure that each project works in harmony with other campaign initiatives.
4. Establish effective communication and reporting mechanisms for the projects, and chair project team meetings as necessary.
5. Conduct a thorough risk analysis of relevant projects, put in place effective risk control measures and keep these under constant review.
6. Manage project budget and resources, identify any gaps or surpluses and take necessary action to ensure things stay on track. Participate in recruitment interviews for project team staff if necessary.
7. Take specific responsibility for developing and implementing the logistical delivery mechanisms needed to fulfil the project, working with internal and external partners as necessary. Establish, test and monitor appropriate tracking systems.
8. Oversee any commercial contracts or relationships which support the projects.
9. Complete thorough project debriefs, identify and evaluate levels of success and ensure that organisational learning is embedded.

General responsibilities:

1. Undertake any appropriate work as delegated by the Head of Campaign Management

2. Maintain a degree of flexibility, enabling the organisation to make the most of new and unexpected opportunities
3. Participate and contribute as part of the whole operations department and where necessary support other areas of the department's work within the organisation
4. Contribute to our philosophy of the Comic Relief Promise and actively participate in the Gifts in Kind programme

PERSON SPECIFICATION : PROJECT MANAGER:CAMPAIGN MANAGEMENT

Grade: 4

EXPERIENCE	WHY	IMP.	App	Int	Test	Test Format
Experience of managing projects.	Must be able to deliver projects to tight deadlines involving complex relationships.	Ess.	√	√		
Experience of operating in an environment of change and ambiguity	Must be comfortable working in an environment with ambiguity as the organisation is opportunistic so new priorities can quickly and unexpectedly arise.	Ess	√	√		
Experience of managing key business relationships	Must be comfortable managing Service Providers who are paid and those who provide their services as gifts in kind. May also act as a central contact point for managing the day to day issues with an external service provider.	Des	√	√		
JOB SKILLS	WHY	IMP.	App	Int	Test	Test Format
Project management	To manage multiple and challenging projects effectively.	Ess.	√	√		
Budget Management	Must take responsibility for planning work to ensure that it is completed within budget.	Des	√	√		
Business Analysis	To be able to understand, collate and prioritise key business requirements.	Ess	√	√		
Strategy development & scope definition	To be able to define a strategy for a given piece of work. Also needs to have a sound approach to planning and must be comfortable to pick up a piece of work before it has been fully formed.	Ess	√	√		
Analytical skills	To review data sources and be able to make insightful recommendations. To track and assess the success of any project/initiative within a Campaign. To assist with co-ordinating feedback from Campaign debriefs and to drive forward key learnings and recommendations.	Ess.	√	√		
Attention to detail	Key sign off responsibility for particular project requirements and documentation.	Ess.	√	√		
Written and verbal communication skills	Must be an effective communicator, able to deal with people at all levels and	Ess	√	√		

	communicate complex issues in a simple manner. Needs to be able to produce high-level management documents					
Problem Solving	Has a key-troubleshooting role between different stakeholders in a project. Needs to be capable of identifying symptoms and underlying problems, considering a broad range of appropriate factors, and using sound judgment and analytical skills to determine solutions.	Ess.	√	√		
Presentation skills	Needs to be confident in preparing and making presentations to colleagues	Ess.	√	√	√	Presentation exercise
Facilitation Skills	Needs to be confident in facilitating meetings and managing tensions	Ess	√	√		
Negotiation Skills	To negotiate with different teams internally to get the most co-ordinated, positive contribution to a project/ part of the campaign.	Ess.	√	√		
Relationship & Stakeholder Management	Will have a key role to play managing key stakeholders involved in projects from across Comic Relief.	Ess.	√	√		
Time management	Able to manage multiple priorities and to prioritise against a list of conflicting demands. Seeks support when demands outweigh the available time.	Ess.		√		
People Management	Whilst this role does not have direct line management, there will be matrix management of project teams across the organisation.	Des	√	√		
IT literacy in MS Windows and MS Office	Essential for communication, reports and project plans etc.	Ess.	√			
KNOWLEDGE	WHY	IMP.	App	Int	Test	Test Format
Understanding of a project management methodology	To be able to hit the ground running with an effective approach to managing projects.	Des	√	√		
Working knowledge of MS Project		Des	√			
An understanding of diversity	In order to promote diversity throughout the organisation.	Ess.		√		
Some knowledge of the issues funded by Comic Relief	To make a persuasive argument in support of the work we do.	Des.		√		

OTHER REQUIREMENTS	WHY	IMP.	App	Int	Test	Test Format
Willing to work long and anti-social hours where necessary	In order to ensure delivery of project aims to deadline.	Ess.		√		