



project manager

Bristol, UK

About Development Initiatives

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data, and drawing on existing data to start building a clearer and more accurate picture of poverty

2. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis

3. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience

“An indispensable tool that shines a light on progress” DFID Senior Humanitarian Policy Advisor (about our [Global Humanitarian Assistance Report 2017](#))

Project Manager, Bristol, UK

Role content and purpose

The Project Management team is responsible for ensuring that selected projects are delivered on time, to budget and meet quality requirements. The postholder will work with other Project Managers to enable DI to be an agile organisation, to quickly take on new opportunities and maximise resources to achieve our vision of a world without poverty.

The postholder will be part of DI's Project Management team reporting to the Head of Project Management or to a Senior Project Manager.

Role profile

- Facilitate input and gain agreement from key stakeholders scope, schedule, budget, risk and quality for each project.
- Manage contractor/consultant relationships (e.g. setting terms of reference, selecting vendors, managing performance) relevant to projects.
- Take responsibility for and manage budgets for specific projects.
- Manage the proposal process for new work including budgeting.
- Establish and monitor project controls related to scope, schedule, budget, risk and quality.
- Work with the Communications team to ensure that the communications plan is in place for each project.
- Work with the Monitoring, Evaluation and Impact team to ensure DI is building learning into the project planning cycle and can demonstrate how a project is contributing to organisational goals.
- Identify issues that need to be resolved during projects and facilitate resolution. Escalate more complex issues to Head of Project Management for resolution as needed.
- Provide internal project status reports and update the Head of Project Management.
- Review project contracts for grant-funded projects and commercial consulting work.
- Document lessons learned on projects and share with other DI staff.
- Represent DI externally, primarily in managing consulting projects with external clients.
- Work with the Finance team on donor financial reporting.
- Consolidate and write external donor reports in conjunction with other staff as required.
- Assist the Fundraising Officer with preparing fundraising bids.
- Raise sales invoices for projects as and when required.

Organisational responsibilities

- Implement and manage strategic projects and activities in line with DI's vision, mission, values and goals.
- Develop and maintain effective systems ensuring these are consistent with DI's operational requirements and policies.
- Support the development and implementation of organisational strategy.
- Support the day-to-day management of own team.
- Demonstrate creativity in applying solutions.

Management duties

- Potential to supervise an intern.
- Contribute at team meetings and provide updates for Leadership Team meetings as required.
- Take responsibility for health, safety and security obligations for team members.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as required, and be proactive.

Person specification

Area		Essential/ desirable
Experience	<ul style="list-style-type: none"> • Experience in contract management. • Experience of working in a matrix- or project-based environment. • Experience of creating sales orders in accounting software. 	E E E
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing. • Ability to multi-task, working on multiple projects simultaneously and to agreed deadlines • Ability to understand how tasks/projects interrelate and anticipate how one action may impact another. • Ability to interact with employees at all levels of the organisation. • Excellent organisational skills and ability to understand and support the needs of diverse projects across an organisation. • Ability to work under pressure yet deliver on time, maintaining attention to detail and accuracy. • Good people management skills with the ability to develop others and to impart knowledge and experience in an accessible and clear manner. • Demonstrated ability to manage a range of diverse projects e.g. large projects (over £500,000), small projects, internally focused projects and external client-driven projects. A proven track record of delivering projects to time, cost and quality. • Advanced skills in MS Office. 	E E E E E E E E
Education	<ul style="list-style-type: none"> • Educated to degree level. • Project management qualification (PMD Pro, PRINCE2 Practitioner, PMP, APM, ITIL or similar) is desirable but demonstrable equivalent or relevant experience will be considered. 	E D
Knowledge	<ul style="list-style-type: none"> • Knowledge and application of project management best practices and industry standards. • An understanding of budgeting processes and financial reporting for grant makers. • Knowledge of international development desirable, or a demonstrated interest in poverty-related issues. 	E E D
Personal attributes	<ul style="list-style-type: none"> • A self-starter who can work independently with minimal support but can also work within a team environment. • Confidence to question the validity of information and in offering ideas and solutions. 	E E

Contractual details

Start date:	May 2018
Location:	DI's Bristol office at North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL
Length:	Permanent
Salary:	£26,000 to £30,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Application details

Your CV (no more than three pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to Connie Fitzgerald (Human Resources Officer) at HR@devinit.org, quoting ref: **Project Manager** in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 25 April 2018, 5pm BST
1st Interviews: 2 May 2018
2nd Interviews: To be advised

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be and for this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

So, what else do we offer?

- Work in an informal work environment (e.g. casual dress code)
- Work from an office in the UK that is accessible for wheelchair users
- A competitive salary and benefits package
- Flexible working arrangements (e.g. homeworking, flexitime)
- Up to 5 days’ paid leave to dedicate time to a volunteering activity of your choice that works to address poverty or help vulnerable people
- Paid study leave with financial support where appropriate
- Paid professional fees
- Pension scheme with 5% employer contribution
- Simply Health Cash scheme with employee assistance programme
- Enhanced policies (such as maternity, paternity and adoption leave and sick pay)
- 25 days holiday plus all bank and public holidays and discretionary paid time off at Christmas
- Membership of a cycle to work scheme
- Childcare vouchers
- Free eye tests
- Buy/sell holiday scheme

The Bristol office is only 5 minutes from Temple Meads train station and 10 minutes from Bristol city centre and we offer free parking (on a shared rota) for those members of staff who cannot cycle, walk or use public transport.