



Senior Project Manager

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](#))

Senior Project Manager, Bristol, UK

Role profile 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 on the Global Nutrition Report (GNR) project and will be part of DI's Project Management team reporting to the Head of Project Management.

Duties and responsibilities

Technical duties

- Facilitate input and gain agreement from key GNR project stakeholders on scope, schedule, budget, risk and quality for the project
- Establish and monitor controls to ensure the project is delivered on time, to scope, on budget and is of a high quality
- Manage the GNR project with complete oversight of all the different strands of the project including the publication of the report, outreach and communications, digital development, stakeholder relationships and donor communications
- Manage contractor/consultant relationships (e.g. setting terms of reference, selecting vendors, managing performance) relevant to the projects
- Create and manage the budget for the GNR project, and others as required
- Manage donor liaison for fundraising including identifying areas requiring support, drafting funding proposals, and preparing project and budget content for individual donor templates
- Identify and manage project risk with DI project sponsor and the GNR Independent Expert Group (IEG) co-Chairs
- Coordinate the development and production process for outputs to ensure effective delivery within agreed timelines and involving all necessary stakeholders (including the GNR IEG, Stakeholder Group, commissioned study authors, researchers and reviewers)
- Coordinate the review and revision process
- Work with the Communications team to ensure that the communications plan is in place and delivered
- Develop an annual project report, incorporating agreed cross-donor reporting metrics; work with individual donors on internal reporting if necessary
- Develop and maintain a governance framework for GNR, including drafting terms of reference and other background documents as required
- Facilitate IEG meetings

- Organise and provide support to the Co-Chairs and the DI team to plan the GNR and ensure all strands of the project are fully developed into concept notes. Ensure these are reviewed, updated, shared and maintained throughout the year
- Work to ensure DI builds learning into the project planning cycle and can demonstrate how a project contributes to organisational goals
- Ensure all team members (internal and external) are fully aware of their tasks and timelines for delivery and are supported to ensure they deliver
- Identify issues that need to be resolved during projects and facilitate resolutions; escalate more complex issues to the Head of Project Management for resolution as needed
- Provide internal project status reports and updates to the Head of Project Management
- Liaise with finance team to ensure sales invoices are raised for projects
- Raise purchase orders for project expenditure
- Mentor project managers in aspects of the profession such as leadership, methodology, tools, people skills and navigating politics
- Conduct training to other project managers or wider staff

Organisational responsibilities

- Implement and manage strategic projects and activities in line with DI's vision, mission, values and goals
- Assist in the development of new projects and identification of new and emerging opportunities
- Develop and maintain effective systems ensuring they are consistent with DI's operational requirements and policies
- Support the development and implementation of the organisational strategy
- Support the day-to-day management of the Project Management team
- Demonstrate creativity in applying solutions

Management duties

- Directly line manage a Project Manager(s) and provide leadership and motivation to the wider Project Management team
- Contribute to team meetings and provide updates for Director group 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

- Support an ambitious organisation, actively taking part in helping to meet its goals and positively supporting innovation and development
- Maintain professional development and personal development plans
- Be willing and committed to take on new work as required and be proactive

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

| Area | | Essential/ desirable |
|----------------------|---|-------------------------|
| Experience | <ul style="list-style-type: none"> At least 8 years' experience and demonstrated ability in managing a range of diverse projects including those that are large (over £500,000 per year) and client-driven, simultaneously and across different time zones | E |
| | <ul style="list-style-type: none"> A proven track record of delivering projects to time, cost and quality | E |
| | <ul style="list-style-type: none"> Experience of writing proposals and donor reporting | E |
| | <ul style="list-style-type: none"> Experience of multiple donor engagement, developing reports and providing regular communications to donors and other stakeholders. | E |
| | <ul style="list-style-type: none"> Experience in contract management and donor liaison | E |
| | <ul style="list-style-type: none"> Experience of working in a matrix- or project-based environment | E |
| | <ul style="list-style-type: none"> Experience of working with and leading projects for clients in multiple external institutions | E |
| | <ul style="list-style-type: none"> Experience of facilitating the resolution of challenging project issues | E |
| | <ul style="list-style-type: none"> Experience of managing the production of a large publication | D |
| | <ul style="list-style-type: none"> Experience of working on international projects preferably in the area of nutrition | D |
| Skills and abilities | <ul style="list-style-type: none"> Experience of fundraising | D |
| | <ul style="list-style-type: none"> Advanced skills in MS Office | E |
| | <ul style="list-style-type: none"> Excellent communication skills, including experience of communicating with disperse teams, working effectively across cultures and with diverse audiences, both verbally and in writing | E |
| | <ul style="list-style-type: none"> Ability to listen to multiple perspectives and resolve conflict in a way that maintains healthy relationships between stakeholders | E |
| | <ul style="list-style-type: none"> Strong budget management skills, managing budgets from multiple donors, tracking spending according to funder and confidence with financial information | E |
| | <ul style="list-style-type: none"> Ability to understand how tasks/projects interrelate and anticipate how one action may cause/impact another | E |
| | <ul style="list-style-type: none"> Excellent organisational skills and ability to understand and support the needs of diverse projects across an organisation | E |
| | <ul style="list-style-type: none"> Good people management skills with the ability to develop others and to impart knowledge and experience in an accessible and clear manner | E |
| Education | <ul style="list-style-type: none"> Ability to work under pressure and deliver on time, maintaining attention to detail and accuracy | E |
| | <ul style="list-style-type: none"> Educated to degree level | E |
| Knowledge | <ul style="list-style-type: none"> Project management qualification (PMD Pro, PRINCE2 Practitioner, PMP, APM, ITIL or similar) | E |
| | <ul style="list-style-type: none"> Knowledge and application of project management best practices and industry standards | E |
| Knowledge | <ul style="list-style-type: none"> Understanding of budgeting processes and financial reporting for grant makers | E |

| Area | | Essential/ desirable |
|---------------------|--|-------------------------|
| | <ul style="list-style-type: none"> Knowledge of nutrition and international development, or a demonstrated interest in poverty-related issues | 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 | E |
| | <ul style="list-style-type: none"> Confidence to question the validity of information and in offering ideas and solutions. | E |

Contractual details

| | |
|-------------|--|
| Start date: | Early 2019, depending on notice period |
| Location: | DI's Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL |
| Length: | Permanent |
| Salary: | Up to £40,000 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 two 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: Senior PM 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: 7 January 2019

1st Interviews: January 2019

2nd Interviews: to be advised

Early applications are highly encouraged; we will be reviewing submissions as they arrive in order to start the interview process as soon as possible.

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. You often hear it said, and 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. 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. We 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.

We also offer:

| | UK | US | East Africa |
|---|----|----|-------------|
| Informal work environment (e.g. casual dress) | ✓ | ✓ | ✓ |
| Pension scheme with 5% employer contribution | ✓ | | ✓ |
| Flexible working arrangements (e.g. homeworking, flexitime) | ✓ | ✓ | ✓ |
| Healthcare scheme with employee assistance programme | ✓ | | |
| Medical Insurance | | ✓ | ✓ |
| Paid study leave and financial support | ✓ | ✓ | ✓ |
| Paid professional membership fees | ✓ | ✓ | ✓ |
| Buy/sell holiday scheme | ✓ | ✓ | ✓ |
| Cycle to work scheme | ✓ | | |
| Childcare vouchers | ✓ | | |

| | | | |
|--|---|---|---|
| Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas | ✓ | ✓ | ✓ |
| Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people) | ✓ | ✓ | ✓ |

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.