About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people’s skills, expertise and confidence in data.

And we support partners to:

- Better respond to people’s needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.
Project Planner

Role content and purpose

The Project Planner will provide comprehensive support to the Programme and Project Management Team, and Programme Leads. They will also work with colleagues across the wider organisation to plan and schedule various programme and project workloads, carry out key organisational initiatives, and business as usual activities. The postholder will also build the planning and scheduling capability by training colleagues in methods to project plan and standardise and utilise a single resourcing project tool.

Contractual details

Start date: As soon as possible, depending on notice period
Length: Fixed-term contract for 12 months
Location: DI’s Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK. Although alternative locations within the UK will be considered for the right candidate.
Salary: £40,000–£45,000 per annum, depending on experience
Hours: 35 hours a week
Probation: 3 months
Leave: 25 days pro rata, plus all bank/public holidays

Duties and responsibilities

- Build and develop a portfolio approach to planning, incorporating the strategic and operational plans.
- Develop the programme and project plans for funded work.
- Develop existing plans to include detailed planning, resourcing planning and costings and a mechanism to measure performance.
- Maintain schedules and keep project resources on track, and provide regular project updates to the Head of Programme and Project Management.
- Bring together project plans created in multiple tools such as MS Excel, Team Gantt, Google docs into a single mechanism, identifying and creating interdependencies.
- Provide regular reporting on projects to the Executive Team, be confident to present to the Board as required and ensure all project risks are identified and managed as appropriate.
- Produce reports from the planning tool to reflect the needs of different stakeholder groups.
- Coach colleagues to effectively use planning and scheduling.
- Support the organisation with emerging objectives and policies.
- Provide guidance and support to the Programme and Project Management Team and Project Leads to ensure real time planning is adopted.
• Gather and analyse information to incorporate planning as part of the monthly status reports. Evaluate the current procedure and recommend changes to improve the efficiency of planning and scheduling projects.
• Proactively seek out information from stakeholders to ensure all timelines and key milestones are captured.
• Recommend and implement modifications to improve effectiveness and attain project milestones.
• Gather actual data, update project schedule, and develop reliable schedule forecast with input from the Programme and Project Management Team.
• Provide mentoring and support for junior members of staff, giving opportunities for professional development and sharing technical skills and subject knowledge.
• Assist DI’s Chief Executive Officer, directors and team leads to develop and implement organisational strategy and policy.
• Forge strong and functional links with and between colleagues working in other locations and expertise areas.

**General responsibilities**

• Be aware of and take personal responsibility for any health and safety 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 take on new work as and when required and to 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**

**Experience**

• Demonstrable experience of producing strategic, operational plans, programme and project management planning and scheduling to deliver successful outcomes.
• Experience of writing and delivering training on how to effectively plan and schedule to upskill colleagues.
Knowledge

- Knowledge and application of programme and project management best practices and industry standards.
- Knowledge of the different levels of planning and how to produce and develop appropriate plans and reports.
- Full knowledge of the project lifecycle and experience working within a project delivery environment is essential.
- Competent in Microsoft Project.
- Knowledge of Float highly desirable.

Skills and abilities

- Qualified in Agile, MSP, PMD Pro or equivalent qualification/relevant experience.
- Accomplished project professional skilled in planning across multiple complex funded programmes and organisational initiatives.
- Able to quickly establish effective working relationships and develop strong team working with colleagues.
- Strong people skills with the ability to elicit complex information from stakeholders to inform and strengthen programme and project plans.
- Able to work in a fast-based environment, delivering on time with attention detail and accuracy.
- Able to respond to changing circumstances, conflicting and emerging priorities.
- Confidence to assess issues from different vantage points and to find innovative solutions to address specific challenges.
- Strong skills in MS Office.
- Interdependency management.

Education

- Master’s degree in a relevant subject or equivalent work experience.

Personal attributes

- Able to work under pressure yet deliver on time with attention to detail.
- Strong written and verbal communication skills.
- Possess customer focus, people management skills, resilience, and a collaborative approach with a coaching mindset.
- Strong time management.
- Problem solving skills.
- Commercial awareness
**Application details**

Your CV (ideally no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, should be uploaded onto our online application portal. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

**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.

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/](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. For this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (people-centred, purpose-driven and transparent), 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.

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<tr>
<th>Benefits</th>
<th>UK</th>
<th>US</th>
<th>East Africa</th>
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<td>Informal work environment (e.g. casual dress)</td>
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<td>Pension scheme with 5% employer contribution</td>
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<td>Flexible working arrangements (e.g. homeworking, flexitime)</td>
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<td>Healthcare scheme with employee assistance programme</td>
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<td>Medical Insurance</td>
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<td>Paid study leave and financial support</td>
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<td>Paid professional membership fees</td>
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<td>Buy/sell holiday scheme</td>
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<td>Cycle to work scheme</td>
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<td>Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas</td>
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<td>Up to five days’ paid volunteering leave (addressing poverty/helping vulnerable people)</td>
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