

Project Manager, Bristol

Development Initiative's vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth. Our mission is to facilitate decisions taken on the allocation of finance and resources result in the end of poverty, increase resilience and security of the world's most vulnerable people, and ensure that no one is left behind. We work to make sure that these decisions are underpinned by objective and transparent data and evidence, and will lead to increased accountability and sustainable long-term outcomes.

DI works to increase and improve the quality of data, and to make the resultant information accessible and relevant to inform decision making. We work alongside partners and policymakers to identify sustainable solutions to the problems of poverty and insecurity, the causes of crises and their impact on the environment. We provide technical expertise to increase individual and organisational capacity to use data. We work to ensure that the standard of data collection, publication and use is continuously improved to make it accurate, disaggregated and forward-looking.

Role content and purpose

This Project Manager will be responsible for ensuring that selected projects are delivered on time, to budget and meet quality requirements. The post holder will work with other project managers to enable DI to be an agile organisation, to quickly take-up new opportunities and maximise resources to achieve our vision of a world without poverty.

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

Person specification

Education/qualifications

- Education to degree level.
- Project management qualification (PRINCE2, PMP, APM, ITIL or similar) is highly desirable but demonstrable equivalent or relevant experience will be considered.

Personal skills/qualities

- High-level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing.
- Ability to listen to multiple perspectives and resolve conflict in a way that maintains healthy relationships between stakeholders.
- A self-starter who can work independently with minimal support but can also work within a team environment.
- Ability to understand how tasks/projects interrelate and anticipate how one action may cause/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.
 - Confidence to question the validity of information and in offering ideas and solutions.
 - Good people management skills with the ability to develop others and to impart knowledge and experience in an accessible and clear manner.
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Role specification

Knowledge/technical competencies:

- Demonstrated ability to manage a range of diverse projects e.g. different size projects, internally focused projects and external client-driven projects. Experience of managing projects over £500,000 preferred but not required.
 - A proven track record of delivering projects to time, cost and quality.
 - Knowledge of project management best practices and industry standards.
 - Experience in contract management.
 - Experience of working in a matrix- or project-based environment.
 - Advanced skills in MS Office.
 - An understanding of budgeting processes and financial reporting for grant makers.
 - Experience of creating sales orders in accounting software.
 - Knowledge of international development desirable, or a demonstrated interest in poverty-related issues.
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Duties and responsibilities

Specific to the role:

- Initiate and manage projects across different international locations.
- Facilitate input and gain agreement from key stakeholders concerning scope, schedule, budget, risk and quality for each project.
- Manage contractor and consultant relationships (e.g. setting terms of reference, selecting vendor, managing performance) relevant to projects.
- Take responsibility for and manage a budget 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 communication's plan is in place for each project.
- Work with the Monitoring, Evaluation and Impact team to ensure DI is building in learning into the project planning cycle and can demonstrate how a project is contributing to the organisational goal.
- 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.
- Support implementation of DI project management methodology and promote successful organisation-wide adoption.
- Provide internal project status reports and update the Senior Project Manager on status of projects.
- 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.
- Provide inputs to assist the Fundraising Officer to prepare fundraising bids.

- Raise sales invoices for projects as and when required.

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 1:1 meetings and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as and when required, and be proactive.

Additional information

The responsibilities of a Project Manager are similar to a Senior Project Manager.

- Contractual details

Start date: ASAP
Location: DI's Bristol office
Salary scale: £28,000 to £32,000 per annum depending on experience
Contract length: 12 months
Hours: 35 hours a week
Probation: Three months
Leave: 25 days plus all bank/public holidays
Benefits: See <http://devinit.org/#!/about/working-for-us>

Application details

Your CV (no more than three pages) and a covering letter, which details your skills and evidence of experience and how it relates to the job description, should be emailed to Connie Fitzgerald 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: 4 March 2016
Interviews: Commencing 9 March 2016

Other

We welcome applications from all sections of the community.

We have a duty to ensure potential employees have the right to work in the country in which the post is based: please provide evidence of your right to work. We cannot offer sponsorship for a work permit/visa application.

Due to the volume of applicants that we receive, we regret that we are unable to acknowledge receipt of all applications. If you do not hear from us within four weeks of the closing date, please assume that your application has been unsuccessful.

DI 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, see <http://devinit.org/#!/about/vacancies>