

Project Manager

Role Description and Recruitment Pack



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Role overview

Title:	Project Manager
Hours:	Full time (35 hours per week). There is some flexibility on this - we would consider 4 days (28 hours) for the right candidate.
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB This is a hybrid role; further details in "Working for us" below.
Reports to:	Head of PMO and Operations Optimisation
Salary:	£40k-45k p.a. depending on skills and experience.
Closing Date:	9am on 17 th June 2024 <i>Applications will be assessed when they are received, so early application is encouraged.</i>

Why this position is important to us

As part of our strategy work in 2023, we identified the need to improve how we manage projects, successfully deliver change and ensure best practice across our operations. To address this, we created a PMO and Operations Optimisation team, underpinned by a rigorous governance framework, from which all projects will operate, ensuring a consistent and fair approach.

The Project Manager role forms part of the PMO and Operations Optimisation Team. The primary purpose of the role is to co-ordinate the successful delivery of projects in an agile and timely manner. The successful delivery of projects is instrumental to achieving our strategic objectives. Through demonstrating and embedding best practice project delivery, the role holder will share knowledge and upskill colleagues facilitating change management across the organisation.

The impact you will have in this role

The scope for impact in this role is immense! We have a packed project pipeline, consisting of small to large projects with varying levels of complexity. The role holder will work cross-functionally across the organisation to drive and deliver projects on time, to budget and required level of quality.

This way of working is new to the organisation and the role holder will need to help others understand the benefits of working within the Agile framework.

Welcome to Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

Our vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

At our core, as believers in Jesus Christ, are the biblical values of:



Generosity
expressed with
Joy



Relationship
strengthened with
Understanding



Integrity
demonstrated with
Justice



Service
delivered with
Excellence

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today we help over 30,000 Christians experience the joy of being 'actively generous', supporting over 4,000 churches, 2,300 Christian workers and 6,000 charities.

Our methods have changed, but our mission remains the same.

Job detail

Overview

We are looking for an enthusiastic and experienced Project Manager with drive, intellectual curiosity, and excellent communication skills to join our small but dynamic Programme Management Office (PMO). The Project Manager will co-ordinate delivery of a small portfolio of projects within the Agile framework and will need to overcome challenges, escalate issues and risks and drive momentum. The role holder will need to be prepared to 'roll up their sleeves' and get stuck in!

The role holder will also support the Head of PMO and Operations Optimisation with PMO management, including timely, high-quality reporting (internally and to trustees) and tracking key performance indicators.

Main responsibilities and duties include, but not limited to:

Project Management (70%)

- Work with relevant stakeholders to clearly define the project scope, objectives, requirements and deliverables within the Agile PM framework.
- Develop detailed project plans to drive project momentum and ownership of deliverables and tasks.
- Track and report project performance in line with project plans and budget, constantly managing the triple constraint of time, cost and features/requirements.
- Communicate project progress and status, verbally and written, to the Head of PMO, Leadership Team and Executive Team as required.
- Work with project teams to find solutions to problems and challenges encountered, understanding and managing trade-offs and dependencies.
- Escalate delays, report risks and issues to the Head of PMO and Operations Optimisation, Leadership and Executive Teams as appropriate.
- Measure, evaluate and communicate project impact and benefit, clearly demonstrating the impact and outcomes achieved and how project success contributes to Stewardship's strategic objectives.
- Collect, document and share post project learnings.

Project Management Office (20%):

- Support the Head of PMO and Operations Optimisation in developing, running, and championing a best-in-class Project Management Office, embedding project management standards and methodology and facilitating delivery of best practice across the organisation through oversight of operations and processes.
- Support the Head of PMO and Operations Optimisation in the collation and communication of project status reporting across the project pipeline and identifying dependencies and trade-offs across the pipeline.

Optimisation of Operations (10%):

- Work closely with the Head of PMO and Operations Optimisation to strive for best practice operational processes across the organisation and identify opportunities for better ways of working across the organisation.
- Clearly communicate recommendations of how the above could be achieved, bringing others along on the journey, by explaining the benefits and obtaining buy-in.
- Any other reasonable duties as requested by the Head of PMO and Operations Optimisation.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

We know this is a broad role and, whilst you might not meet all the specified criteria below, if you have a good level of fit and feel called to apply, we encourage you to do so. Alternatively, please get in touch for an informal conversation. Formal learning and development plans will be in place for this role.

- You have 2+ years of experience working as a project manager within an organisation that manages differentiated services and projects. You demonstrate a passion to learn and develop your project management skills.
- Ideally, you have a strong understanding of Agile PM and general project management practices (DSDM, Prince2 etc.) and enjoy working methodically. It would be desirable to have project management qualifications.
- You champion change and better ways of working throughout all levels of an organisation in an enthusiastic manner.
- You have strong verbal and written communication skills and are able to communicate clearly and effectively, flexing your style for your audience.
- You are proficient in managing multiple requirements, with the ability to prioritise and identify needs and risks, showing discretion and confidentiality where appropriate.
- You demonstrate the ability to tackle problems through to logical conclusions and confidently communicate these as solutions throughout a project lifecycle.
- You are comfortable being both self-sufficient, taking your own initiative as well as being a team player and you enjoy working effectively as part of a hybrid team.
- You are highly organised and have strong IT skills and are familiar in working with the full suite of Microsoft Office applications.

Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
You have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
You have 2+ years of project management experience working in an organisation that manages differentiated services and projects.	✓	
You have strong verbal and written communication skills and be able to communicate clearly, effectively, and appropriately, depending on your audience.	✓	
You have a strong understanding of Agile project management practices and enjoy working flexibly, but methodically.		✓
You have experience working with the full suite of Microsoft Package applications, with some knowledge of power automate.	✓	
You are comfortable being both self-sufficient and able to take your own initiative as well as being a team player and you are able to work effectively as part of a hybrid team.	✓	
You can demonstrate the ability to troubleshoot problems through to logical conclusions and confidently communicate these as solutions throughout a project lifecycle.	✓	
You possess strong analytical skills that allow you to find root causes of operational problems and can quickly determine efficient solutions.	✓	
You champion change and better ways of working throughout all levels of an organisation in an enthusiastic manner.	✓	
You enjoy collaboration and working effectively within a small immediate team and across an organisation, within a hybrid working environment.	✓	

Working for us

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, plus 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).
A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility and you'd need to be able to work in our London office for around 25% of your time as required by the role.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership (up to £50 per month)
 - Hybrid and flexible working options
 - Contribution to your charitable giving account (matched giving up to £50 per month)
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
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How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.