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| Job Title | **Project Manager** |
| Department | Finance and Corporate Services |
| Reporting to | Associate Director of Business Services |
| Contract | 9-month fixed term contract, full time |
| Level | 15 |
| Location | London with hybrid working (up to 60% remote working) |

# About EngineeringUK

We want to drive change so more young people choose engineering and technology careers. In the UK, we don’t have enough engineers and demand is going up. So, we need more young people to realise there could be a future for them in engineering and technology. To really thrive, we need a stronger, more representative workforce and for that we have to do things differently to make engineering more attractive.

We are a not-for-profit working with hundreds of organisations across business, education, professional institutions and the third sector so we can all grow the future talent pool together. We drive that collective effort through research and evidence, leadership, activities for schools and advocacy, with a focus on long-term sustainability.

We guided by a series of values that we apply to all our activity.

We are inclusive and care about diversity. We understand that we have different needs and create opportunities for everyone's voice to be heard.

We are collaborative. We listen, share and work in partnership to achieve our vision.

We are curious and keen to learn. We challenge ourselves and others to innovate and experiment.

We are insightful. We evaluate what we do and draw on research to make decisions and to improve our collective understanding.

We are driven by a strong sense of purpose. We are determined to make an impact and achieve our goals.

About the role

Reporting to the Associate Director of Business Services, you will be working closely with the Executive Team & leaders within the organisation to manage the delivery of projects by multi-disciplinary teams from within EngineeringUK and in collaboration with partners. This will involve you working closely with other departments within the organisation including Communications, Research and the Big Bang and Engagement Projects teams. You will be working closely with the workstream leads to drive delivery, update project plans and identify inter-dependencies and potential barriers to delivery within the team and across the organisation.

The role is London based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN and may involve some travel in the UK. We believe that hybrid working has many benefits and are pleased to offer flexible working with a baseline of 2 days (or 40%) a week in the office and core hours of 10am to 4pm.

Role Responsibilities

* Overseeing the delivery of multiple project workstreams on a day-to-day basis, updating the project sponsor on their progress.
* Identifying potential issues and making recommendations to keep the project work on track.
* Working closely with the sponsor to work through any resource constraints.
* Supporting the project teams in all aspects of project reporting.
* Creating an overall programme or project plan of activities so that the Executive Team at EngineeringUK can monitor delivery.
* Conducting post project evaluations to identify and share best practice and lessons learned.
* Provide support for our internal Quality Management System (QMS) by ensuring business processes are reviewed and updated on a regular basis.
* Providing support to our Project Management Office such as collating reports, attending project meetings to monitor progress and updating key progress trackers.
* Undertaking other tasks or duties as directed and required by the Associate Director of Business Services and project Sponsors.

This is a general guide to the key responsibilities of this role, it is not exhaustive. Similarly, the amount of time that you spend on various aspects of the role may vary.

# Person specification

Essential skills/competencies

* Minimum 3 years project management experience, including light touch best practice procedures and documentation.
* Excellent analytical and communication skills
* Demonstrable skills to co-ordinate teams and stakeholders from multiple functional disciplines to complete tasks.
* Big-picture vision, and the drive to make that vision a reality.
* Highly organised.
* Excellent team player and experience of building and managing relationships with colleagues and external partners.
* Resilient and resourceful.
* Good time management, with flexibility to respond positively to short notice changes in work schedule.

Education/level of experience

* Experience of working in not-for-profit and education sectors
* Educated to Degree level or equivalent.

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong.  This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and that our staff are trained to be able to fulfil this commitment.