

Project Manager



APPLICATION PACK

CLOSING DATE: 5PM MONDAY 8TH JANUARY 2018

Project Manager (BRISTOL/BATH/SW), part-time, home-based.

The Cranfield Trust is the UK's leading pro bono management consultancy for charities.

For more than 25 years, we have supported thousands of charities with tailored consultancy projects to help them be stronger, more sustainable and succeed in providing vital services to vulnerable people.

We are looking for a motivated individual with a considerable track record and experience in business management. Educated to at least Degree level (or equivalent) you must be able to multi-task, build relationships with a wide range of stakeholders, have excellent communications skills, a strong interest in the voluntary sector and a 'can-do' attitude. Based from home, this flexible, three-day a week role will be a key member of our team. As a Trust Project Manager, you will work with charities and business professionals to develop our service in your region. The role will involve working with individual charities and volunteer consultants to specify and oversee pro bono consultancy projects, meeting timetables and targets, and representing the Trust at events and with partner organisations and funders.

If you are a capable management professional with a strong interest in the voluntary sector, who would enjoy working with inspiring local charities and committed business volunteers, please find out more about this opportunity and apply online. Closing date for applications: Wednesday 17th January 2018.

About the Cranfield Trust

The Cranfield Trust is a UK-based national charity (England & Wales 800072, Scotland SC040299) and a Company Limited by Guarantee (No. 2290789). The Trust was established in 1989 after HRH The Princess Royal challenged the staff, students and alumni of Cranfield University to use their business skills to benefit the voluntary sector. In the UK there are over 165,000 voluntary organisations with a total income of £45.5bn, the Cranfield Trust provides a range of business services to support these organisations and help build successful charities.

Our range of services include pro bono management consultancy, free, tailored HR advice and guidance, masterclasses and online resources. We rely on the generous support our funders, and team of highly skilled commercial sector volunteers, as well as working in partnership with companies such as RBS Mentor to offer high value, independent business support to local and national charities across the UK.

This is an exciting time to join the Cranfield Trust as we move into the third year of our five year strategic growth plan. We are now seeking two part time Project Managers, one London-based and the other based in the Bristol/Bath area, to join our team to help us achieve our ambitious goals. For more information about our work, visit our website www.cranfieldtrust.org

Our Mission

Our Mission is to share expert business skills and knowledge with the voluntary sector to build strong, sustainable charities.

Our Vision

Our Vision is for all voluntary organisations to have the management expertise to help them thrive.

Job Description

Role: Projects Manager
Reports to: Operations Manager
Main Purpose of Role To develop the work of The Cranfield Trust in by raising the Trust's profile in order to stimulate demand for support from charities, and to recruit and co-ordinate business professionals as volunteer consultants.
<u>Key Objectives</u> To increase the number of charities requiring projects to meet agreed activity targets To increase the number of active appropriately skilled volunteers to meet the needs of the projects To establish and build positive relationships with partner organisations, government and other stakeholders To identify and develop opportunities to build the Trust's operations.
<u>Key Responsibilities</u> <u>Developing and Representing the Trust</u> <ul style="list-style-type: none">• Working with voluntary sector bodies and networks to raise the profile of the Trust, and promote its services to charities and other non-profits• Identifying opportunities for the Trust to contribute to and work in partnership with other organisations from all sectors including voluntary, public and private• Contributing to the overall reporting and knowledge base of the Trust, through collecting information on and analysing work in the region <u>Recruiting and Co-ordinating Volunteers</u> <ul style="list-style-type: none">• Identifying organisations and networks which can assist with attracting and recruiting appropriately skilled volunteers• Recruiting and communicating with volunteers, to build good relationships and a volunteer network that promotes the work of The Trust• Managing volunteers to deliver a high quality consultancy service <u>Project Management</u> <ul style="list-style-type: none">• Working with charity clients to scope projects and prepare project briefs• Identifying, appointing, briefing and managing appropriate volunteers• Monitoring and supporting projects through to successful completion• Collecting feedback and actioning issues arising from projects <u>Miscellaneous</u> <p>Ensuring that all data is captured appropriately in order to assist in project reporting and providing information to funders and potential funders</p> <ul style="list-style-type: none">• Analysing data to support the work of The Trust in designated area of responsibility and nationally• A commitment to equality of opportunity for all

Person Specification

<p>Experience</p> <ul style="list-style-type: none"> Business development Management consultancy Project Management Building and developing relationships Managing and developing programmes of work Using a CRM system, ideally Salesforce
<p>Knowledge & Qualifications</p> <ul style="list-style-type: none"> Comprehensive and strong management expertise Knowledge of the voluntary sector Understanding of management issues in smaller organisations
<p>Skills/Competencies</p> <ul style="list-style-type: none"> Excellent relationship building and interpersonal skills Strategic thinker able to collect and assess information to inform decisions Outstanding communicator at individual and group levels, written and verbal communications Effective influencing and presentation skills Strongly client focused and service oriented Analytical mind with excellent data collection and analysis skills The ability and willingness to be self-sufficient in undertaking administrative tasks, managing information effectively and keeping systems up to date IT systems oriented, willingness to engage with Trust's systems, and proficient in MS office A good awareness of Health & Safety issues and the ability to put into practice
<p>Behaviours (including circumstances)</p> <ul style="list-style-type: none"> Self-motivated, and able to work independently, setting and achieving organisational and personal goals and targets Ability to meet deadlines and work calmly under pressure Determined and committed to high quality standards Strong on acknowledging and thanking all contacts and stakeholders – reflecting the ethos of the Trust

Summary of terms and conditions of employment

This is a part-time, permanent post.

Salary: Competitive plus 2% employer pension contribution

Location: Home based, with travel to meet client charities, volunteers and other meetings as necessary

Hours of work: The post holder will be employed part-time for 22.5 hours per week.

Annual leave: Annual entitlement of 33 days (on a pro rata basis for part-time staff) inclusive of Bank/Public Holidays. The office is closed during the Christmas break and annual leave must be taken during this time.

Probationary period: There will be a three month probationary period.

Policies and procedures: We have policies designed to ensure the safety and well-being of both workers and volunteers e.g. health and safety.

Recruitment and Selection Process

Equality of opportunity:

The Cranfield is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure equality of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status.

Pre-employment checks:

We will require a minimum of two appropriate references and will check original documents proving your qualifications, identity, and right to live and work in the UK before you can start work with us. You will be asked to provide details of any unspent criminal convictions.

References:

Referees should be your present and last employer. They should have had either managerial or supervisory responsibility for your work, and not be colleagues, subordinates or friends. Where appropriate (i.e. when this is your first employment), a tutor's reference and a personal reference or similar will be acceptable.

Referees will be provided with a copy of the job description and person specification for the vacancy.

The Cranfield Trust will only approach your referees once an offer of employment has been made.

How we use your personal information:

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the Data Protection Act 1998 (DPA).

Please note that by submitting an application for employment, you are also agreeing to the Cranfield Trust processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with the Cranfield Trust, all documentation related to your application will be confidentially destroyed after a period of six months.

How to apply:

If you are interested in joining us, please send a CV and letter explaining why the role is of interest to you and how your skills match its requirements by email to karen.hurley@cranfieldtrust.org no later than **Wednesday 17th January 2018 at 5pm.**

Interviews are expected to take place the week commencing Monday 22nd January 2018

To arrange a call to discuss the post informally, please contact Alice Dabrowska, Operations Manager alice.dabrowska@cranfieldtrust.org