



Project Manager, part-time, home-based in South Wales.

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 capable, independent Project Manager to join our team. Based from home in South Wales, this four-day a week role is a new development for the Trust. As the first Trust Project Manager in Wales, the post will establish the Cranfield Trust's service in Wales, building our profile and generating interest in our work amongst voluntary organisations and business professionals. 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 voluntary sector 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.

Role: Manager - Wales
Reports to: Operations Manager
<p>Main Purpose of Role</p> <p>To establish and develop The Cranfield Trust in Wales, raising the profile of the Trust to stimulate demand for support from charities, and to recruit and co-ordinate business professionals as volunteer consultants.</p> <p>To represent the Trust to all stakeholders in Wales, and to identify and develop opportunities to build the Trust's operations in Wales.</p>
<p>Key Objectives</p> <p>To develop the Trust's profile and work in Wales to meet agreed activity targets</p> <p>To establish and build positive relationships with partner organisations, government and other stakeholders in Wales</p> <p>To recruit and co-ordinate a strong volunteer body from appropriately skilled management professionals</p> <p>To broker projects with charities and volunteers</p>
<p>Key Responsibilities</p> <p><u>Developing and Representing the Trust in Wales</u></p> <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 key management issues in the voluntary sector in Wales and ensuring the Trust's service is relevant

- Identifying opportunities for the Trust to contribute to and work in partnership with organisations in Wales – whether from the voluntary, public or private sectors
- Contributing to the overall reporting and knowledge base of the Trust, through collecting information on and analysing work in Wales

Recruiting and Co-ordinating Volunteers

- Identifying organisations and networks which can help to attract and recruit appropriately skilled volunteers
- Recruiting and communicating with volunteers, to create good relationships and a network
- Managing volunteers in delivering our services

Project Management

- Working with charity clients to scope projects and prepare project briefs
- Identifying, briefing, placing and managing appropriate volunteers
- Monitoring and supporting projects in progress
- Collecting feedback and actioning issues arising from projects
- Contributing to analysis of overall project activity and to reports and information produced by the Trust

Main Contacts

Internal

Operations Manager
 Project Co-ordinator
 Chief Executive
 Marketing Manager

External

Charities
 Voluntary sector bodies and groups
 Volunteer Consultants / Business Professionals
 Donors and Funders

<p>Experience</p> <ul style="list-style-type: none"> Business development Start-up experience Management consultancy Project Management Building and developing relationships Managing and developing programmes of work Using a CRM system, ideally Salesforce 	<p>Essential Desirable Desirable Essential Essential Essential Desirable</p>
<p>Knowledge & Qualifications</p> <ul style="list-style-type: none"> Comprehensive and strong management expertise Some knowledge of the voluntary sector Understanding of management issues in smaller organisations 	<p>Essential Desirable Desirable</p>
<p>Skills/Competencies</p> <ul style="list-style-type: none"> Welsh speaker Excellent relationship building and interpersonal skills Strategic thinker able to collect and assess information on sector wide basis 	<p>Highly desirable Essential Essential Essential</p>

<p>Outstanding communicator at individual and group levels, written and verbal communications</p> <p>Effective influencing and presentation skills</p> <p>Strongly client focused and service oriented</p> <p>Analytical mind with excellent data collection and analysis skills</p> <p>The ability and willingness to undertake administrative tasks, managing information effectively and keeping systems up to date</p> <p>IT systems oriented, willingness to engage with Trust's systems, and proficient in MS office</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
<p>Behaviours (including circumstances)</p> <p>Self-motivated, and able to work independently, setting and achieving personal goals and targets</p> <p>Ability to meet deadlines and work calmly under pressure</p> <p>Determined and committed to high quality standards</p> <p>Strong on acknowledging and thanking all contacts and stakeholders – reflecting the ethos of the Trust</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

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 **Monday 8th January 2018 at 5pm.**