



## **Project and Programmes Manager – Schedule of Services**

**£23.00 per hour for up to 60 hours per month**

### **Summary**

The Project and Programmes Manager (PPM) will provide project and programme management services to support the Trust's work. Working collaboratively with the Executive Officer (EO), the PPM will play an integral role in creating and embedding a culture of evaluation across the Trust; manage and deliver designated projects and personal development programmes; support the administration of the Trust's grant-making activities, and provide operational support to enable the effective delivery of the Trust's mission and strategic intentions.

The role is offered on a self-employed basis, with services to be provided independently in accordance with agreed priorities, timescales and outcomes.

The PPM will determine the manner in which the services are delivered, working collaboratively with the Executive Officer (EO) to agree priorities, deliverables and timescales.

### **Services to be Provided**

#### **1. Project and Programme Management**

The PPM will:

- Plan, coordinate and deliver projects agreed with the EO, ensuring they support the Trust's charitable objectives and strategic intentions.
- Coordinate key Trust personal development programmes, for example, the Mentoring Programme, International Development Award, and other initiatives agreed with the EO.
- Identify opportunities for new projects and initiatives that support the work of the Trust.
- Coordinate meetings, events and stakeholder engagement activities relating to allocated projects and programmes.
- Liaise with external service providers (as appropriate) to support the effective delivery of commissioned programmes.

- Prepare project and programme plans and budgets, monitor progress and provide regular updates on delivery, outcomes and impact to the EO.
- Prepare reports, progress updates and supporting papers for meetings of the Trustee Board, working with the EO to ensure trustees receive timely and relevant information.
- Represent the Trust at meetings and events where agreed with the EO.

## **2. Monitoring and Reporting**

The PPM will:

- Monitor project and programme performance against agreed objectives, milestones and budgets.
- Design, collect, analyse and present information demonstrating project outputs, outcomes and impact.
- Prepare monitoring reports, programme updates and performance information for the EO and Board of Trustees.
- Identify opportunities to improve project delivery, administrative processes and the experience of applicants and programme participants.

## **3. Stakeholder Liaison**

The PPM will:

- Build and maintain effective working relationships with applicants, programme participants, trustees, external project providers and other stakeholders.
- Promote the Trust's values through professional and collaborative engagement.

## **4. Programme Administration**

The PPM will:

- Utilise the Trust's bespoke application portal (built on Microsoft Dynamics/Power BI) to generate reports and applicant details/numbers as required.
- Utilise the Trust's Project Management Software (Airtable) to add projects, tasks and to record tasks/work undertaken.

- Provide administrative support for the Trust's grant making activities to assist the Trust Administrator during periods of peak workload or absence, ensuring continuity of services and programme delivery.

## **5. Operational Support**

The PPM will:

- Provide operational support to assist the EO in delivering the Trust's annual programme of work.
- Maintain accurate project documentation, monitoring information and records.
- Coordinate effectively with contracted specialists, suppliers and organisations supporting programme delivery.
- Maintain operational continuity by progressing agreed work, responding to routine enquiries within delegated authority and escalating strategic, governance or policy matters to the EO, Chair or appropriate trustee where necessary.

## **General**

The PPM will provide such additional project, programme and operational support services as may reasonably be agreed with the EO, consistent with the nature and scope of this Schedule of Services and recognising the independent, self-employed status of the engagement.