**Recruitment Information Pack – Projects Manager**

**Job Title:** Projects Manager

**Hours of work:** 35 hours/per week

**Length of employment:** 24 months with opportunity for extension subject to funding

**Band:**  PO1

**Salary:**  £37,500 - £40,000 pro-rata depending on experience

**Employer:**  Friends, Families and Travellers

**Responsible to:** Head of Development

**Responsible for:** Project staff

**Closing date:** 25th April 2024

**Location:** FFT, Community Base, Brighton BN1 3XG

*To apply, please send a CV and a covering email setting out your suitability for the role in less than 500 words to* [*admin@gypsy-traveller.org*](mailto:admin@gypsy-traveller.org)

*Please take the time to fill out and submit an* [*Equality Monitoring Form*](https://www.gypsy-traveller.org/wp-content/uploads/2021/06/Equalities-Monitoring-Form_updated.doc) *for the role.*

*We strongly encourage applications from Gypsy, Roma and Traveller people. We will offer an interview to applicants from Gypsy, Roma and Traveller communities who meet the essential criteria for the role.*

**About us**

We are a leading national charity working with Gypsies, Travellers and Roma regardless of ethnicity, culture or background. We seek to end racism and discrimination against Gypsies, Travellers and Roma and to protect the right to pursue a nomadic way of life. Over half of our team are from diverse travelling communities.

**Overall purpose of role**

This is an exciting opportunity to join Friends, Families and Travellers’ Training and Development Team, who oversee some of FFT’s flagship projects and [Training](https://www.gypsy-traveller.org/training-packages/) programmes.

Based in our sunny Brighton office, you will work closely with other organisational teams to lead, facilitate and deliver strategic projects on time and within budget.

Current key projects include implementing a CRM, establishing quality assurance for CPD, remodeling of our online Me Learning training offer and standardising training programmes.

Responsibilities will include developing effective project governance, coordinating project stakeholders and teams, managing project plans, project charters, as well as resource, risk and issues management and reporting to Head of Department and CEO, and key stakeholders.

In this role, you will join our journey of implementing essential technology tools and focus on processes towards becoming more efficient and effective in delivering our ambitious Training and Development strategy.

Your knowledge and experience will play a pivotal role, as well as being an excellent team player with a background in direct line management. You will have a strong commitment to human rights, an understanding of the role inclusive services training can play in tackling hate, and excellent communications skills.

**Key responsibilities and duties**

The role will be diverse and varied, as will the scope of projects you’ll oversee. You will be expected to provide structured planning to your team, as well as regular reporting and updates to the Head of Department.

Key responsibilities will include:

* To lead and facilitate the delivery of projects;
* To lead on the creation, ownership and maintenance of project documentation, including:
  + Plans, schedules and progress updates;
  + Exception reports;
  + Risks and issues, including RAID logs.
* To manage workstreams with adequate planning resource allocation and stakeholder reporting, including direct line management duties;
* To identify risks and issues for each project, provide ongoing monitoring, agree mitigating action and implementation within agreed time and resource;
* To participate in technology selection (CRM) with key stakeholders and lead on selection and implementation;
* To management stakeholder engagement and communications, and report to senior management as required;
* To keep on top of trends, developments and changing circumstances, and adapt relevant roles, systems and procedures;
* To undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.

**Person Specification for Projects Manager**

|  |  |  |
| --- | --- | --- |
| **Skills** | **Essential** | **Desirable** |
| Proactive communication skills, including written, verbal and active listening. | X |  |
| Excellent problem-solving skills and the ability to effectively troubleshoot. | X |  |
| Good IT skills. | X |  |
| Ability to prioritise competing tasks and deadlines when under pressure. | X |  |
| Strong organisational skills, with a keen eye for detail. | X |  |
| Ability to use project management techniques, tools and software. |  | X |
| **Personal Qualities** |  |  |
| Self-motivated, able to work on own initiative and as part of a team. | X |  |
| Excellent time management skills and reliability. | X |  |
| Commitment to promoting fairness, respect, equity, diversity, inclusion and engagement in the workplace. | X |  |
| Comfortable with conflict resolution and balancing the sometimes-competing stakeholder demands. | x |  |
| Deal with change and ambiguity positively, with an adaptive approach. | X |  |
| **Qualifications & Knowledge** |  |  |
| Knowledge of the different Gypsy and Traveller communities within the UK and the issues that affect the lives of Gypsies and Travellers. |  | X |
| Knowledge of current law, policy and practice regarding issues affecting Gypsies and Travellers. |  | X |
| Knowledge of human rights and equality laws. |  | X |
| Knowledge of working with budgets. |  | X |
| Knowledge of cross-organisational systems and processes, such as CRMs and QuickBooks. | X |  |
| Project management qualification PRINCE2 or equivalent qualification/qualified by experience. |  | X |
| **Experience** |  |  |
| Experience of interfacing campaigning systems with fundraising and training CRM. |  | X |
| Experience of reporting to Senior Management Team(s) and keeping track of progress in multiple projects. | X |  |
| Experience of working within a voluntary sector environment. |  | X |
| Proven hands-on experience of managing system change projects, from start to completion. | X |  |
| Practical experience of producing and managing project plans, schedules, risks and issues (including RAID). | X |  |
| Experience of process mapping and addressing pain points. |  | X |
| Experience of working with system/CRM suppliers. |  | x |
| 3-year proven and successful record of Project Management. | X |  |

**About Friends, Families and Travellers**

We are a leading national charity working with Gypsies, Travellers and Roma regardless of ethnicity, culture or background.

Our main areas of work are health, accommodation, education and discrimination. In all areas of our work, we support individuals and communities experiencing disadvantage and inequalities, with the issues that matter most to them. At the same time, we work to transform the systems and institutions which cause structural inequalities and disadvantages to exist in the first place.

You can find out more about our work in our [Strategic Plan 2023-26](https://www.gypsy-traveller.org/wp-content/uploads/2023/12/FFT-Strategic-Plan.pdf).

**Our Values**

We believe that:

* To address the inequalities faced by Gypsy, Roma and Traveller communities then Gypsy, Roma and Traveller people must be at the heart of all of our work.
* The inequalities faced by Gypsy, Roma and Traveller communities are rooted in historic oppression and structural racism and must be understood and addressed in this context.
* There is much to celebrate within Gypsy, Roma and Traveller communities, including cultural traditions, historical events, community values and individuals’ achievements.
* We have a role to play in upholding and protecting human rights and equalities, because we are stronger when we work together and show solidarity with other minority groups.
* All services provided to wider society should be accessible to and inclusive of members of Gypsy, Roma and Traveller communities.

**Equality**

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We support members of Gypsy, Roma and Traveller communities to have an active and influential role in all aspects and at all levels of our work.

**Our team**

We have a professional team of staff who deliver our vision through outreach, advice and policy work, education and training, research and more. The work of our staff is supported by a dedicated team of volunteers. At least half of our staff, interns and volunteers are from diverse travelling communities.

**Our location**

Our sunny offices are in central Brighton, just 2 minutes from Brighton railway station and 10 minutes from the sea. Parking is available at Brighton Railway station.

**Benefits of working for FFT**

We strive to provide staff with a positive and supportive environment at work. We offer regular supervision, strong and supportive leadership, open communication and a commitment to developing our staff. Our benefits include:

* 25 days paid leave per year plus public holidays
* Discretionary Christmas/New Year closure period
* Annual leave allowance increase by 1 day for each full year of employment up to 5 additional days
* Travel and subsistence allowance
* Cycle to Work Scheme
* 5% contributory pension
* Flexible working
* Job share
* Induction programme and annual Professional Development Reviews
* A variety of in-house and external training courses
* A commitment to Continuous Personal Development

**Right to work in the UK**

The Immigration, Asylum and Nationality Act 2006 requires us to check your eligibility to work in the UK before you start work. We ask all candidates to bring proof of their right to work to interview, such as passport or other documents.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All recruits are given the relevant DBS check for their role and safeguarding training to support safe working.