

JOB DESCRIPTION

Job Title	Senior Project Manager JD
Department	Operations & Programmes
Reporting to	Head of Operations
Managing	None
Main relationships	Director of Operations & Programmes, Head of Operations, Programme Delivery Officer
Benefits	<ul style="list-style-type: none"> • Salary £54,249 • 30 days leave (plus Bank Holidays) • Bupa Health Cover • Matched company pension scheme • Life assurance cover offering 4x death in service benefit. • Company sick pay • Training and development opportunities • Learning and Wellbeing Grant • Employee assistance programme • Season Ticket Loan • Perks and discount platform
About us	
<p>Drinkaware is a leading charity concerned with reducing harm from alcohol. We do this by providing impartial, evidence-based information and advice and practical resources; raising awareness of alcohol harms; and working in partnership with others to deliver behaviour change through our tools and interventions. The Trust is funded primarily through voluntary, unrestricted donations from alcohol producers, wholesalers, and on- and off-trade retailers, but acts entirely independently.</p> <p><u>Our Vision:</u> Working together to reduce alcohol harm across the UK.</p> <p><u>Our Mission:</u> Using our expertise to give governments, industry, communities and individuals the knowledge and support to make informed decisions about alcohol and how to reduce the harm it can cause. Delivered through:</p> <ul style="list-style-type: none"> • Public-facing campaigns and digital services, information and guidance • Evidence-led advice to governments and industry • Independent research, consumer insight and evaluation <p><u>Our Values:</u> Solid Reasoning; Clarity with Empathy; Understanding and Connecting; Principled Partnership; Determination and Curiosity</p> <p>https://www.drinkaware.co.uk/</p>	

N.B. This job description summarises the key features of the role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

Purpose of the role

Reporting to the Head of Operations and working collaboratively with other senior managers, the Senior Project Manager will play a crucial role in ensuring the successful delivery of all operational projects in line with cost/time/quality requirements. This role will also support the organisations project delivery of its key significant projects across all departments to enhance organisational initiatives, drive growth, and ensure long-term collaboration.

You will be an accomplished project manager, with a high degree of business acumen and substantial experience of setting up and delivering projects working with and through multiple stakeholders and partners. This position requires a methodical thinker with excellent stakeholder engagement and communication skills and a proven track record in project management and reporting. Providing rigorous operational support and programme administration as needed.

Main Duties and Responsibilities

Key Responsibilities

- To support the implementation of the new project management approach for Drinkaware.
- Day to day project management from start to finish for key identified operational projects, supporting cross functional teams to deliver.
- Collaborating with colleagues to ensure effective evaluation and impact assessment of each programme.
- Maintain accurate and comprehensive project and programme management documentation.

Project Delivery

- Manage multiple large-scale projects that require strategic planning and stakeholder management.
- Resource Management – Oversee and ensure all projects have the right resource allocation and are managing budgets and tracking progress against key milestone.
- Risk Management - Identify potential risks and develop mitigation strategies to keep projects on track.
- Work in collaboration to scope, plan and coordinate project activities with clearly defined objectives, outputs and critical success factors for operational projects.
- Proactively address issues and challenges that may arise during project execution.
- Ensure proactive and effective project communications to all relevant parties (internally and externally).
- Project collateral and content development.

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Strategic Planning & Evaluation

- Implement and maintain quality standards throughout the programme lifecycle.
- Conduct regular evaluations to ensure programme effectiveness.
- Analyse programme performance and identify lessons learned and areas for improvement.

Stakeholder & Team Collaboration

- Stakeholder management including engagement, ongoing programme review, contractual management.
- Working with the Programme Delivery officer to develop and deploy effective and efficient project management tools and processes.

Governance & Process

- Working with the Programme Delivery officer to develop and deploy effective and efficient project management tools and processes.
- Implement and maintain quality standards throughout the programme lifecycle.

Accountable for:

Delivery of operational project management and support to the organisation project delivery forum

PERSON SPECIFICATION

Qualifications and/or experience

Experience of partnership or programme delivery

Essential Criteria / Key Skills

- A recognised project management qualification.
- Significant experience of managing multiple projects within the charity or health sector.
- Experience of effectively collaborating with multiple stakeholders.
- Demonstrable success of working with a broad range of partners from acquisition through to implementation.
- Strong presentation skills.
- Experience of writing clear, concise, project status reports and accurately maintaining project documentation.
- Ability to work on your own and take initiative.
- Excellent inter-personal and communication skills with the ability to build rapport and trust with partners at all levels.
- Ability to multitask and support cross functional teams to deliver.
- Attention to detail and foreplaning.
- Experience of a broad range of software packages including Word, Excel, PowerPoint and project management tools.
- Strong analytical skills and presentation of data.
- Experience providing administrative support.

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- Able to manage sensitive conversations with professionalism and care and resilient when under pressure.
- An energetic and committed ambassador for Drinkaware, our mission and values: <http://www.drinkaware.co.uk/about-us/what-we-do/what-drinkaware-does>

Special features of the role

This role requires flexibility for occasional work on evenings and weekends. With some national travel to events as business needs require.

The Drinkaware Trust is committed to diversity and inclusion, and it is essential that the post holder is committed to making a positive contribution to their promotion and implementation.