

## **JOB DESCRIPTION**

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| <b>Role:</b>            | <b>Senior Projects Manager</b>                                                    |
| <b>Salary:</b>          | £42,000 - £45,000 per annum (dependent on experience)                             |
| <b>Hours:</b>           | 40 hours per week                                                                 |
| <b>Contract:</b>        | FTC until June 2027 with a possibility of extension                               |
| <b>Location:</b>        | Hybrid - minimum one day in Coventry office and rest of the days working remotely |
| <b>Reports to:</b>      | Director of Development                                                           |
| <b>Responsible for:</b> | Project Co-ordinators and Project Manager                                         |
| <b>Annual leave:</b>    | 25 days annual leave plus 8 public holidays                                       |

### **Role purpose**

This role will manage a portfolio of large and small projects, working with the Projects team to co-ordinate actions and activities to agreed deadlines. This role will be accountable for ensuring projects are managed effectively meeting funder outcomes and Key Performance Indicators (KPIs) are delivered according to contracts.

The role will involve putting together project plans, contract management, producing project status reports, including budgetary information for both external stakeholders and managing relationships. The role will communicate and engage with wider team and function areas.

The role will provide leadership to Projects Team - to motivate and develop staff ensuring we are providing an optimal service to funders and stakeholders. Alongside this you will work closely with the development lead to support early engagement with prospective clients to help cultivate new opportunities including developing relationships and ensuring the seamless transition of new client wins into the project management funnel.

### **Key responsibilities**

- Oversee city-based work, working closely with staff and in some cases Activators at a local level to help increase ethnically diverse engagement in target cities and supporting key objectives across projects including writing reports for funders on progress,
- The role will closely monitor project delivery through site visits and engagement with partners to ensure project KPIs are being delivered in accordance with contracts, within budgeting parameters, ensuring the charity is meeting all the outcomes stated in the funder contracts.
- Work with the Senior Management Team to identify, reduce and manage all risks (technical, statutory, health and safety, commercial or otherwise) associated with all projects - track milestones and maintain programme momentum.
- Report to funders and ensure delivery to time, quality and impact within budget producing detailed progress and funding reports.
- Working closely with the Research and Impact Manager on ensuring all the KPIs are delivered, and monitoring data captured, project outcomes and impact is

being captured and budgets are closely monitored to ensure spend is in accordance with funder contracts and budgeted allocations.

- Work with the Research and Impact Manager to ensure all projects are articulating impact and measures are put in place at the prestart planning to capture key indicators and measures across projects. Monitoring data capture to ensure the research team has the information required to produce impact reports.
- To support with local, regional and national events working with partners and stakeholders.
- Ensure equity, accessibility and inclusion in all aspects of delivery, with particular focus on our communities and local level impact.
- Represent the Projects Team in meetings as required and advocate through our work for wider diversity and inclusion at all levels.
- To line manage, motivate and develop the Projects Team and ensure they are achieving key objectives linked to project metrics ensure projects are being delivered to a high quality.
- Proactively seek new funding opportunities and develop new relationships and collaborations with organisations who can support Sporting Equals in its mission. Identify partners and devise and deliver cultivation plans for them.
- To generate funder leads and opportunities on a regular basis and manage through effect pipeline execution to help grow the work of the charity.
- Inform and involve donors / partners in the impact they are making through their support and maximise their long-term value by understanding their motivations and identifying suitable projects which they may wish to support.
- Undertake any other duties as are considered to be appropriate by the Senior Management Team.
- This job description outlines the key duties but is not exhaustive; responsibilities may be amended by mutual agreement to meet organisational needs.

## **Person Specification**

The post holder will be able to demonstrate the following experience, skills and knowledge to an acceptable level, with specific reference to:

| <b>Skills, Abilities &amp; Qualifications</b> |                                                                                                     |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------|
| E                                             | Educated to degree level in a relevant subject or relevant experience                               |
| E                                             | A qualification in Project Management (such as Prince2)                                             |
| E                                             | Substantial senior project management experience establishing and maintaining multi-agency projects |
| E                                             | Experience of line managing and developing multiple team members                                    |
| E                                             | Experience in developing work programmes, managing a variety of tasks and projects at any one time  |

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| E | Effective communication skills including verbal and written skills with the ability to negotiate and influence others                                                     |
| E | Ability to analyse and write up information in reports and presentations suitable for internal and external audiences (e.g. SMT, Board, NGBs, faith and community Groups) |
| E | Ability to use Microsoft packages including managing information systems such as Access, Excel and Outlook                                                                |

| Knowledge |                                                                                                                                                                  |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E         | Strong knowledge and understanding of the issues relating to the low levels of sports participation within ethnically diverse communities, migrants and refugees |
| E         | Understanding of community engagement and developing partnerships with local communities                                                                         |
| E         | Ability to put together contracts for suppliers defining deliverables and outcomes.                                                                              |
| D         | Knowledge of monitoring and evaluation techniques and understanding of basic research techniques to gather local consumer insight.                               |
| D         | Understanding of Sport England, sports development and sporting infrastructure and the sport and physical activity sector as a whole                             |
| D         | Understanding of the value of sport in developing healthier lifestyles and social cohesion                                                                       |

| Experience |                                                                                                                                           |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| E          | Experience of action planning/work programme planning and reporting against project targets and activities.eg. writing SMART action plans |
| E          | Experience of working with partners across the public, private and voluntary sectors                                                      |
| E          | Experience of budget management                                                                                                           |
| E          | Substantial line management experience                                                                                                    |
| E          | Experience of producing reports                                                                                                           |
| D          | Experience in community and/or sports development work in a paid and/or voluntary capacity.                                               |

| Other |                                                                                                                                                                                                                                                                                      |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E     | Ability and willingness to travel widely within the UK at flexible times and to places that may be inaccessible by public transport (TOIL applies). Preferably driver with own car (or access to car and driver). Appropriate insurance must be in place for the vehicle and driver. |
| E     | A belief in, and commitment to, achieving equality of opportunity for participation, involvement and performance in sports                                                                                                                                                           |

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| E | An ability to work on your own initiative and within a team setting to achieve individual and collective targets. |
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