**Op: RAF Unite – PROJECT MANAGER**

**Role Profile and Person Specification**

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| **Role:** | **Project Manager** |
| **Responsible to:** | **Rory O’Connor, Director of Welfare and Wellbeing\*** |
| **Hours of work:** | **Part time – 30hrs, Fixed term – July 2022 to July 2024** |
| **Location category:** | **Agile – Leicester, Atlas House** |
| **Driver Status:** | **Permitted Driver** |

\*Rory O’Connor, RAF Association / Paul Hughesdon, RAF Benevolent Fund, as co-chairs of the Project Management Board, with delegated supervision as necessary

**Main purpose of the role**

In early 2022, the RAF Association and the RAF Benevolent Fund were awarded a grant from the Armed Forces Covenant Fund Trust (AFCFT), to deliver a grants programme to fund activities designed to attract and support RAF veterans of conflicts in Iraq and Afghanistan.

As directed by the Project Management Board (PMB), the Project Manager will co-ordinate and support delivery and implementation of the programme, consisting of:

* An awareness campaign
* A grants programme
* Evaluation process

Working collaboratively with internal stakeholders from both organisations and external contractors as directed, the Project Manager will also contribute to the overall success of the project by serving as a point of contact for advice and guidance to grantee organisations, support ongoing engagement with key audiences, and engage in grant activity to support the effectiveness of evaluation mechanisms.

**Primary responsibilities**

* Coordinates internal resources and third parties/vendors for the comprehensive execution of projects
* Executes project plans and undertakes reviews and revisions as appropriate
* Manages day-to-day operational aspects of the project and scope
* Ensures project documentation is complete, current, and stored appropriately
* Manages expenditure within the agreed project budget
* Identifies required resources, co-ordinates and assigns individual responsibilities
* Regularly reviews and reports on deliverables issued by the PMB
* Reports and escalates changing needs and requirements to the PMB
* Manages quality assurance procedures, risk management/mitigation and applications of lessons learned
* Provides digital advice and guidance/soft support to grantee organisations
* Handles general enquiries by grantee organisations
* Supports promotion of the grants programme and evaluation of activities, including representation and data collection
* Regular consultation and engagement with internal SMEs across lead organisations
* Supports engagement activities with key cohorts of the RAF community
* Leads on the collation of accountable and other documents prior to their submission to the AFCFT

**This role profile is intended to represent the core criteria of the role rather than providing an extensive list of tasks. In addition to the responsibilities listed above, all employees are required to observe the Association’s commitment to Health and Safety and Safeguarding as outlined in the Employees’ Health & Safety and Safeguarding Commitment.**

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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * Educated to a Level 3 standard, with GCSEs (Grades A-C / 5+) in Maths and English, or equivalent relevant experience | * Project Management qualification (such as Agile or PRINCE2) |
| **Knowledge and Experience** | * Experience working with or for the Royal Air Force or other UK Forces and knowledge of the challenges that face these communities * Experience of complex project management * Monitoring and evaluation experience and an understanding of the importance of data to evaluate and focus project and organisational operations * Proficient Microsoft 365 user including Word, Excel, Teams and SharePoint | * Experience working for a military charity or membership organisation * Experience of working on marketing and engagement projects |
| **Communication and Relationships** | * Ability to communicate clearly with key stake holders, volunteers, and staff * Practical evidence of developing and maintaining good working relationships with a wide range of stakeholders, developing positive personal and organisational profiles, and building trust * Ability to collate information and produce accurate senior level reports * Friendly and approachable, able to build trusting relationships with a wide range of stakeholders |  |
| **Decision Making and Problem Solving** | * Experience of managing competing work priorities * Strong problem-solving skills, with proven ability to work under pressure and meet deadlines * Organised and able to work on own initiative * Able to develop problem solving skills in others |  |
| **Information** | * Able to produce succinct, accurate and informative board reports | * Experience of using Salesforce as a CRM |
| **Financial & Physical Resources** | * Experience of managing a project within an agreed budget |  |
| **Physical/**  **Mental Effort** | * Able and willing to frequently travel around the country for work | * A clean driver’s license and to be insured for, and able to use own car for business use |
| **Working Conditions** | * Required to work within the Association’s policies and procedures * Prepared to work on weekends and evenings to represent and promote the Association at special events |  |