



Role profile for a Project Manager - Grade 5



You will lead and manage large projects (>£150k, may be multiple projects concurrently) of medium complexity (defined by CITER as appropriate). You will deliver an integrated, professional project management service using the Project Management Framework. You will provide regional support for the development of project management in the region through mentoring, support and advice to G6 Project Managers and G7 Project Officers, managing medium or small projects.

What you will deliver

It's about delivering projects effectively:

You will lead and manage large projects of medium complexity, in line with the organisation's Project Management Framework. You will be responsible for delivering the project plan, ensuring the completion of progress and monitoring reports and the overall evaluation of the project.

It's about leading people: You lead from the front, inspiring your team to deliver the project objectives. You manage the project team (internal and external). You identify appropriate stakeholders and ensure effective communication and engagement with them and other partnerships. You are proactive in maximising volunteer involvement.

It's about stakeholder management and communication: You develop the stakeholder map and communication plan for the project. You lead and manage all internal and external stakeholder communications. You will provide proactive and effective communication so that all parties are fully and appropriately involved and informed.

It's about managing financial performance:

You ensure appropriate planning and proactively manage the project, monitoring and producing regular financial reports to ensure proper control of resources. You forecast accurately. You manage change control and ensure that projects are delivered within budgets. You assist with securing and claiming grants and external funding where required.

It's about effective governance, managing risk and compliance: You will identify and manage any risks in delivering projects. You will ensure all reporting, governance, quality assurance and escalation responsibilities are discharged and ensure that all projects follow the National Trust Project Management Framework to engender successful delivery to scope, time, cost and quality.

It's about making the link to our conservation purpose: You support the development of project capability within you region / country (or central equivalent) through coaching and mentoring other project managers. You are an active member of the project management community. You promote project management best practice and share project knowledge to support better outcomes for our projects.

Our values and behaviours

Think Long Term

We look after special places for people for ever. We're dynamic, far-sighted and ready to lead for the long term. We behave in a sustainable way, reducing our impact on the environment and spending wisely to make sure we have the financial security to look after special places for ever. We keep things simple and are imaginative about finding better ways to do things.

Love Places

We love special places. We all value special places and the role they have in people's lives. We understand and keep their spirit alive, conserving our natural and cultural heritage for generations to enjoy. We celebrate the distinctiveness of our places, keeping them honest and authentic, not uniform, fake or unloved. We are all ambassadors for the Trust, promoting the importance of special places and the experiences they offer.

Inspire People

We inspire people to love special places. We're warm, welcoming and actively part of the communities around us. We encourage and listen to other people's views, needs and suggestions and we exceed people's expectations with our positive 'can-do' attitude. We thrive by involving people in what we do, inspiring them to share our passion for special places.

Share our Common Purpose

We work together to look after special places for ever, for everyone. We trust and empower each other to make the right decisions, working collaboratively and at pace. We build effective relationships, learning from each other and promoting simplicity, fairness, innovation and learning. As we work towards achieving our common purpose we're clear on what we're accountable for, making decisions within agreed frameworks.

Scale & scope of the role

Reports to: Project Sponsor

Operating budget: Will manage delegated project budgets (typically up to £3million).

Line management: Responsible for leading project teams and ensuring effective performance. This will include internal, external staff and volunteers, some of which who may not report directly. May line manage Project Co-ordinator.

Area of impact: large project, medium complexity as defined by the CIFTER scale (as appropriate) contained in the project management framework, (typically 1 or 2 projects concurrently - may be more depending on scale and complexity).

Nature of impact (internal): Key contacts will be the General Manager or appropriate Project Client for central projects, Project Board, Project Sponsor, Project Team and Project Support Office – as applicable.

Nature of impact (external): Will manage productive partnerships with external stakeholders. Key contacts will be suppliers, contractors, partners, funding bodies, community and stakeholders – as applicable.

Knowledge, skills & experience needed

Will possess or be working towards a project management qualification (APMP or equivalent). Experience working on major or complex projects in a multi-disciplined environment. Experience of working with the Trust's project framework, systems and organisational structures, or a similar organisation.

Highly developed project management skills, able to make decisions and drive projects forward working to budgets and timescales. Good understanding of project management lifecycles, processes and practices, including governance requirements.

Excellent leadership and communication skills including the ability to manage and motivate project teams.

Sound experience of funding, procuring, contracting and financial processes. Proven track record of managing budgets to control costs.

Proven experience in sponsor, stakeholder and client / supplier relationship management. Excellent written and verbal communication skills including public presentation, facilitation and training experience.

Excellent people and influencing skills, enabling strong relationships externally and internally, to be built and maintained. Experience of working with external agencies, contractors and organisations.

Experience of working with volunteers and knowledge of the framework that the Trust uses to support the volunteer journey. Understand the different approach needed to reward, recognise and motivate volunteers.

Ability to deliver results through successful delivery of projects to scope, time and quality. Experience of planning and estimating with consideration to risk and contingency. Knowledge of the challenges associated with constantly changing horizons.

Ability to work as part of a team sharing learning and ideas. Ability to coach and mentor others.

Knowledge of communications and stakeholder management processes and practices including techniques to influence and negotiate at all levels. Experience of active management of managing commercial and contractual relationships and issues.

PC Literate using MS software and other packages to intermediate level.