



## Senior Project Management Lead: Maternity Cover

### Job description and Person specification

**Salary:** £32,621 – £39,870 FTE (plus 3.5% pension contribution, if eligible).

**Type of Employment:** Fixed Term (1 year)

**Hours:** 2 days per week (14 hours per week)

**Responsible to:** Director of Operations

**Responsibility for:** Project Managers

**Location:** Oxford

**Start date:** As soon as possible

Climate Outreach is seeking an enthusiastic, committed individual, with experience in leading project management teams to oversee the delivery of Climate Outreach's projects' portfolio that demonstrates our ground-breaking work in creating a social mandate for climate action.

You'll be responsible for ensuring appropriate project management while managing capacity and resources for successful project delivery. This role involves ensuring project management systems are continually meeting the needs of the project teams and is operational across the organisation, updating procedures as necessary. You will be working closely with the Director of Operations.

This will be a stimulating and enjoyable role, working within a highly functional team and supporting the work of leaders in the field of climate change communication and public engagement. You will be working in Oxford, however, remote working may be available based on the circumstances of the successful candidate.

## Job description

### Projects leadership

- Working with Programme Leads, provide expertise to the Programme & Research team to enable them to successfully deliver high-quality outputs on time and within budget.
- Provide expertise to the Programme Leads and External Relations department to write and submit project proposals, ensuring appropriate project management and delivery capacity is available to successfully deliver approved proposals.
- Manage Climate Outreach's portfolio of projects within the five key programmes areas as agreed with each Programme Lead when capacity and funding allow.
- Play a key liaison role with the Projects Advisory Board to ensure all projects sit within Climate Outreach's organisational and operational strategy.
- Support the Director of Operations in developing and managing organisation wide operational and project management systems.
- Effectively monitor and report on staff capacity across the organisation and play a key role in assessing viability of new opportunities.
- Establish procedures and tools to continually expand project management capabilities within the organisation.
- Manage project monitoring and evaluation systems to ensure Climate Outreach's work meets the requirements of funders and demonstrates impact to wider audiences.
- Manage mechanisms for cross-team internal communication and information sharing.
- Work with the appropriate lead from the Projects Advisory Board to ensure identified project benefits accrue to the organisation, and beyond.

### Line and team management

- Provide line management for the Project Manager(s) to ensure they each realise their potential and grow in their roles.
- Ensure the project management team has the appropriate training and support to deliver on their roles and receive opportunities for career development within the team.
- Empower the project management team to support the successful delivery of Climate Outreach's project portfolio and play a key role in the wider Operations Department.

- Manage recruitment and line management for associates on funded projects and office volunteers.

The post-holder may be asked to undertake any other reasonable duties related to the position as necessary.

## Person specification

### Essential

- At least 12 months of proven experience leading a project management team.
- Well developed communication and coaching skills, with the ability to support project managers in delivering on their work successfully.
- Demonstrable experience of using project management software or platforms.
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities.
- A self-starter with the ability to anticipate problems and find appropriate solutions.
- Ability and desire to learn and pick up new skills quickly.
- Interest in building public engagement with climate change and a commitment to the values of Climate Outreach.
- Proficiency in office IT including Google's G suite applications and CRM software e.g. Civi CRM.

### Desirable

- Relevant training or qualifications in project management e.g. PRINCE2.
- Experience of working in the not for profit sector.
- Experience managing teams.

## Our values

### Collaborative

- We co-design work with partners, and seek to equip others with expertise and knowledge. We act in service to others and the wider movement.
- We empower each other by working closely together in a supportive manner, sharing ideas and knowledge. We actively seek to work without silos and with flexibility.

### People-centred

- We put people at the centre of the climate story, rather than science, technology, finance or policies.
- We treat each other with respect - as equals with concerns, hopes and aspirations.

### Credible

- We are evidence-based and research-led. Evidence is our starting point, not an add on.
- We seek to live by our values, including by reducing our carbon footprint. We know this isn't easy but we do our best. Where we struggle, we are open and honest about that.

### Integrated

- We act as a bridge between different sectors, disciplines and communities.
- We recognise that public engagement and the work we do is a part of the puzzle, along with the work by other actors in the climate sector.

### Focused

- We focus on doing meaningful work that makes a difference to our mission. We seek leverage points in order to create systemic change.
- We recognise the tension between committing to our work and maintaining our wellbeing. We do not sacrifice the wellbeing of staff to this value, because we recognise that happy staff allow an organisation to be dynamic and creative.