



Project Manager

Job description and Person Specification

- Salary:** starting salary £32,595.00 – £36,216.00 (FTE)
- Benefits:** include 3.5%-5% pension (If eligible), flexible working arrangements, enhanced parental leave pay, cycle scheme and 33 days (FTE) of annual leave.
- Hours:** 35 hours per week
- Responsible to:** Senior Projects Management Lead
- Responsibility for:** none
- Location:** Preferably Oxford office based. Remote working is available for the right candidate.

Climate Outreach is seeking an enthusiastic, committed individual, with experience in project management and a passion for climate communication. You'll be responsible for managing the lifecycle of exciting national and international projects that are driving public engagement on climate change. You'll be liaising across, and beyond, the organisation to ensure they reach completion on time, within budget and within scope. You'll be able to work flexibly in a creative yet fast-moving field. In your role you will be responsible for managing contracts with funders and consultants. You will also be responsible for monitoring and evaluation along with producing some of the donor reporting, supported by both the Finance Manager and Fundraising Manager.

Key to success in this role will be excellent project management to support our staff team to deliver great work with a variety of audiences and for a range of clients. As a growing organisation, part of your role will be improving project management systems within Climate Outreach.

This will be a highly stimulating and enjoyable job with many opportunities for building experience and developing new skills. You will be working within an enthusiastic team and will be working closely with researchers and trainers across the organisation.

Job Description

Project Management

- Design and implement work packages for project teams within project scope, timeline and resources to produce quality deliverables.
- Coordinate and chair regular project management meetings to ensure project plans, budgets and timelines are created and followed using internally agreed project management procedures.
- Continuously monitor and evaluate project progress and report to Senior Projects Management Lead and project team members, to ensure the project meets the requirements of funders and demonstrates impact to wider audiences.
- Regular project expenditure forecasting that feeds into organisational wide expenditure forecasting.
- Compliantly produce funder reporting by liaising with internal and external stakeholders with the support from the Finance Manager.
- Be responsible for project-related contract management. This includes funder/partnership agreements and other service provider contracts.
- Ensure GDPR, contractual and financial compliance in projects by following organisational established standards and policies.
- Liaise, where appropriate, between external project partners and internal project teams during the design and delivery of specific projects.
- Manage recruitment and contract management for consultants on funded projects with support from the wider Operations Department.
- Conduct project risk assessments and lead on taking appropriate actions to mitigate risks in collaboration with the rest of the team.
- Ensure effective evaluation and closure of projects, including liaising with the Communications Team for dissemination of project outputs and with the Finance Manager for processing invoicing and payments.

Developing Systems

- Support the Senior Projects Management Lead in developing organisation wide project management tools and systems.

- As part of the Operations Department contribute to the wider development of organisational operations functions.
- Work with the Senior Projects Management Lead and External Relations team to improve monitoring, evaluation, accountability and learning framework for projects.
- Undertake any other reasonable duties related to the position as necessary.

Project Proposal Development

- Provide expertise to the Programme Leads and External Relations team to write and submit project proposals and budgets, ensuring appropriate project management and delivery capacity is available to successfully deliver approved proposals.
- Work with the Senior Project Management Lead and Finance Manager to improve project proposal and budget development.
- Ensure that projects approved and submitted for funding are adequately resourced to meet funder requirements and to deliver impactful high quality outputs.

Climate Outreach works with partners and contractors on different time-zones. Therefore the post-holder may be asked to travel or work outside of core hours to support project management.

Person Specification

Essential

- At least 12 months proven experience managing projects with multiple partners and with annual budgets of up to £300,000.
- Experience in project resource and scope management.
- Well developed communication and negotiation skills to facilitate internal and external project- related conversations and decisions.
- Demonstrable experience of using project management software or platforms.
- Confidence in contract management of external consultants.
- Experience in reporting to funders and impact measurement.
- Willingness to learn or have knowledge of GDPR and different intellectual properties.

- Experience in developing lean project management systems and tools.
- Demonstrable experience in developing project budget proposals and resource planning.
- Experience in project financial planning and collaborative implementation of controls.
- 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 to empower project teams and be resilient to changes.
- 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 ICT packages e.g. Google G Suite applications, CRM software, coordination tools (e.g. Asana) and willingness to learn new platforms.

Desirable

- Relevant training or qualifications in project management e.g. Prince2.
- Experience of working in the not-for-profit sector.
- Experience in Operational Management or similar setting.
- Experience in working within a brand new team or a fast growing team.

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.

Diversity, equality and inclusion

Climate Outreach is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities. Climate Outreach's Oxford office is wheelchair accessible.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed. Interviews will be carried out remotely due to Covid-19.

How to apply

How to apply: To apply please complete our application form as well as our optional diversity, equality and inclusion monitoring form and email to recruitment@climateoutreach.org with the job title as email subject. If you are an internal applicant, you don't need to fill the diversity, equality and inclusion monitoring form.

Application deadline: 14 June 2021, 9am BST

Interviews: The interviews will take place during w/c 14th June 2021. The interview will include an exercise to complete. Interviews will be carried out remotely due to Covid-19.

Start date: The role is envisioned to start as soon as possible.