



Project Manager

Job description and person specification

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 these projects 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 Lead.

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.

Salary:	starting salary £32,595.00 - £36,216.00 (FTE. pa)
Benefits:	if eligible 3.5%-5% pensions, enhanced parental leave pay, cycle scheme, flexible working arrangements and 33 days of annual leave (FTE).
Type of employment:	Permanent contract
Hours:	35 hours per week (5 days a week)
Reporting to:	Senior Projects Management Lead
Location:	Preferably Oxford office based. Flexible and remote working is available for the right candidate.
Visa requirements:	This role requires the right to reside and work in the UK

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, including 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 department 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 department 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:

- Ability to create logical and lean log frames, scheduling, milestone setting, risk mitigation and workflows for projects.
- At least 12 months proven experience in managing projects or team budgets exceeding the value of £250K annually.
- Confidence and experience in project management decision making within a risk management and values framework.
- Great interpersonal skills and experience in stakeholder expectations management.
- Demonstrable experience in managing various types and sizes of external consultant contracts.

- Understanding of research coordination and production of research-based deliverables such as reports and webinars, or willingness to learn.
- Motivation to complete projects within timeline, budget and scope.
- Experience in developing a wide range of work packages for projects involving multiple partners or cross departmental team members.
- Demonstrable experience of using project management softwares such as Asana
- Knowledge of GDPR and intellectual property management in the context of project management, or willingness to learn.
- Experience in improving/developing lean project management systems and tools.
- Experience in reporting to funders and impact measurement.
- Comfortable with tailoring project management methodology (eg: Agile, PRINCE2, Kanban) or applying hybrids based on the project factors and organisational need.
- Flexible and adaptable to organisational changes and growth.
- A self-starter with the ability to anticipate problems and find appropriate solutions.
- Ability and desire to learn and pick up new skills quickly.
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities.
- Self-reflective and committed to personal professional development.
- Interest in building public engagement with climate change and a commitment to the values of Climate Outreach (see below).
- Proficiency in office ICT including Google's G suite applications and CRM software e.g. Civi CRM.

Desirable

- Experience in managing projects funded either by governments or the European Commission or World Bank or United Nations or similar organisations.
- Proficient in German or French language.
- Experience in working for the non-profit sector.
- Familiarity of different project management methodologies (induction will include self-study time)
- A relevant qualification in project management (eg: Agile or business administration).

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, equity 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.

Application process

How to apply: To apply please complete our application form and optional diversity, equality and inclusion monitoring form and email to recruitment@climateoutreach.org with the job title as a subject of the email.

Applications will close as soon as the position is filled.

Interviews: If you are successful we will invite you to complete an exercise followed by an interview. Interviews will be carried out remotely due to Covid-19.

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