

Information pack

PROJECT MANAGER



November 2018

Unlocked

Project Manager

Report to	Programme Director (Bodil Isaksen)
Salary	£32,000 per annum (with flexibility for outstanding candidates)
Location	London, EC4

The organisation

Unlocked Graduates aims to improve rehabilitation in the UK by creating a movement of future leaders across society who are driven to address cycles of reoffending. At the core of the charity is a two-year leadership development scheme for outstanding graduates. Participants on the graduate scheme work as frontline prison officers for two years while completing a Master's degree.

The role

Unlocked Graduates is growing rapidly. We more than doubled in size from our first to our second cohort of outstanding graduates. We are expanding even further for our third cohort, which will include work across a new region.

We are looking for an outstanding project manager who can manage a significant budget and a small, talented team to deliver programme training, events and opportunities that are on a par with blue-chip graduate programmes.

The project manager will take the lead on planning and implementing all aspects of the programme and will hold significant responsibility for the successful delivery of the programme, reporting directly to the programme director.

The biggest deliverable is the annual Summer Institute – a six-week training programme with regional and national residential elements. This includes complex timetabling of over a dozen groups of participants; management of over 30 external organisations and speakers; and many more visitors. You will work closely with student accommodation providers, universities and event spaces.

A second key deliverable is provision of the monthly lecture days that take place across the year. The role will also involve design and implementation of internal strategies and systems, including stakeholder engagement and effective monitoring of participant engagement.

The project manager will have excellent clarity over the scope and aims of the programme team. They will break this down into concrete details, which are planned well in advance and communicated clearly to the national and regional teams within Unlocked Graduates.

The project manager will see parts of the training in action, including visiting prisons. They will support the Research and Impact Manager with evaluation of programme quality.

They will allocate team members and resources appropriately and sensitively, taking workload and individual strengths into account. The role includes line management of two team members.

It is the project manager's responsibility to report on progress against deadlines and targets to the Programme Director. They must, therefore, be able to monitor many deliverables at once, and anticipate bottlenecks and risks in advance.

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Key responsibilities

- Drive and oversee delivery of the programme's Summer Institute (SI), a six-week training programme with regional and national residential elements to ensure that it is delivered to the agreed time, cost and quality constraints
- Lead on planning for Summer Institute, bringing together and coaching both internal and external stakeholders to ensure that key dependencies and risks are captured and managed effectively and reporting progress effectively to the senior leadership team
- Oversee the scoping of delivery options for various aspects of SI, such as catering and accommodation, to ensure the programme delivers a high quality experiences for participants whilst maximising value for money
- Manage the logistics and planning for training days throughout the year
- Manage resources effectively within the team
- Build and develop relationships with key external stakeholders and suppliers to ensure effective procurement and management of programme events
- Ensure that existing programme processes are suitable for the programme's new regional model of delivery working closely with the Heads of Regions
- Evaluate feedback and lessons learnt to drive continuous improvement of how the programme is delivered and ensure that agreed actions are delivered

Person specification

Knowledge and experience

- Excellent knowledge of project management or experience that demonstrates an ability to quickly build technical capability in this area
- Experience that demonstrates capability to successfully deliver large, complex events with significant budget responsibility
- Understanding and experience of stakeholder engagement, with experience of creating tailored strategies for a range of audiences
- Experience with project management software or systems of your choice (e.g. Excel, Microsoft Project)

Characteristics and skills

- Passionate about reducing reoffending and positive about the capacity of Unlocked Graduates to create system change
- Highly organised and has excellent attention to detail
- Communicates very clearly to a broad range of internal and external stakeholders at all levels of an organisation
- Able to prioritise and set appropriate tasks and deadlines for team members
- Good at gaining support from external providers and holding them to account
- Hard working, highly efficient, and able to deliver in a busy environment

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To make an application

To apply, please send a CV and a letter of application which explains your interest in this post and how you meet the points in the person specification above.

Please also tell us:

- Details of two referees (these will not be contacted without your prior knowledge)
- Where you heard about this role
- Your current salary

And kindly complete and send the [equal opportunities monitoring form](#).

Applications can be made by email. Applications should be sent to jobs@unlockedgrads.org.uk with the subject line 'Project Manager Application'.

If you would like to have an informal and confidential discussion about the role or about the process please contact will.crabtree@unlockedgrads.org.uk

Closing date: 4th December 2018 at midday.

Interviews: First round telephone interviews will be held during the week commencing 7th December. Please let us know if you will have any limits on your availability during this time.

For more information about Unlocked Graduates please visit [our website](#).