

Job Description

Job Title: Projects Manager

Reports to: Chief Executive Officer

Hours: Full-time

Salary: Competitive

Contract: Permanent

Purpose of the Role: To work in close partnership with the CEO to provide strategic and operational leadership across the organisation. The Projects Manager will help lead the organisation through its next phase of development, strengthen day-to-day management, support governance and compliance, build relationships with funders and partners, and contribute to income generation through high-quality reports, funding applications, and bid writing. The postholder will also deputise for the CEO when required and will provide flexible leadership support, including evening and weekend work.

Key Responsibilities:

- Support the CEO in providing effective strategic and operational leadership across the organisation.
- Incorporate and deliver responsibilities within project roles ensuring continuity and effective day-to-day management.
- Deputise for the CEO as required and represent the organisation in internal and external meetings.
- Attend relevant meetings, prepare agendas and supporting papers, and take accurate minutes where required.
- Support the preparation for Board meetings, including collating reports, drafting papers, coordinating documentation, and ensuring information is presented clearly and on time.
- Lead on organisational reporting to funders, ensuring reports are accurate, timely, outcome-focused, and compliant with funding requirements.
- Develop and write high-quality funding applications, bids, and proposals to support income generation and organisational sustainability.
- Work closely with the CEO and Finance Management Worker to support financial oversight, compliance, and performance monitoring.
- Provide line management and support for an appropriate share of project staff, contributing to effective performance, development, and accountability across the organisation.
- Respond calmly and effectively in challenging situations, using sound judgement and a strategic approach to identify appropriate responses.
- Maintain a strategic overview, seeing the bigger picture while managing operational priorities and organisational risk.
- Maintain strong working relationships with funders, partners, trustees, staff, and other stakeholders.
- Contribute to governance processes, planning, risk management, and the implementation of Board decisions.

- Ensure transparent communication, fair processes, and effective staff engagement during organisational change.
- Prepare papers, briefings, updates, and other written materials to a high professional standard.
- Use IT systems confidently for reporting, communication, planning, monitoring, presentation, data analysis, and administration.
- Work flexibly to meet organisational needs, including occasional evening and weekend working.

Person Specification

Essential skills and experience:

- Strong IT skills and confidence in using digital systems for reporting, communication, and administration, including Microsoft Word, Excel, PowerPoint, PowerBi and Canva.
- Good data analysis skills and the ability to use information effectively to support reporting, planning, and decision-making.
- Excellent interpersonal skills, with the ability to build positive relationships across teams and with external stakeholders.
- Strong written and verbal communication skills, with the ability to communicate clearly, professionally, fluently, and with confidence.
- Proven ability to write reports, funding applications, and bids to a high standard.
- Experience of working with funders and meeting accountability requirements.
- Experience of preparing for Board meetings, coordinating papers, and taking accurate minutes.
- Strong time management and organisational skills, including the ability to manage competing priorities and meet deadlines.
- Ability to work flexibly and respond positively to changing organisational needs.
- Ability to work effectively in challenging situations, exercise sound judgement, and take strategic decisions or recommend strategic responses.
- Ability to supervise and support a fair share of project staff.
- Ability to see the whole picture, think strategically, and balance immediate operational needs with longer-term organisational priorities.
- Willingness to work occasional evenings and weekends.
- Understanding of governance, compliance, and organisational risk in a charity or community setting.
- Commitment to equality, diversity, inclusion, and fair treatment.