

Project Manager – Whole School SEND

Job Title:	Project Manager – Whole School SEND (fixed term until 31 st March 2020 with possibility of extension)
Responsible to:	Whole School SEND Director of Operations
Responsible for:	Whole School SEND Programme Assistant
Salary:	£30k

Job Purpose: To support the delivery of the Department for Education funded Whole School SEND programme, implemented across England. You will be responsible for the effective and efficient project management across multiple contract strands and support subcontracted consortium members.

Duties and Responsibilities

As Whole School SEND and nasen grow and develop, the nature of the duties in this role may also change and develop according to the needs of the organisation. This will require a flexible and adaptable approach. The key duties and responsibilities include:

Overview:

- Support the effective project and contract management of the Department for Education funded Whole School SEND programme.

Duties and Responsibilities:

- Support the tracking, monitoring and reporting of multiple Whole School SEND project strands including project timelines, project documents and project finances.
- Liaise with external colleagues regarding project strands on behalf of the Whole School SEND Team.
- Provide oversight of all project strands' progress and reporting.
- Support effective collation of evidence for quarterly reporting to the Department for Education, including supporting sub-contractors to meet evidence requirements.
- To work in partnership with the Director of Operations and National Director to ensure that contractual requirements are fulfilled. Support effective contract management including the development of sub-contracts and work orders.
- To attend meetings with contract partners and key stakeholders on behalf of Whole School SEND.
- Manage project delivery in collaboration with consortium members, including logistics, content development, enquiries, risk management, quality assurance, events and contract management.
- Support effective project administration including developing project documentation and supporting evaluation processes.
- Maintain accurate and current records across the project strands.

Other

- To support the Whole School SEND National Director and Whole School SEND Director of operations with day-to-day tasks and project management.
- To undertake relevant training and development, as requested.
- Any other duties and responsibilities as required as appropriate to the level of the post.

Person Specification	
Training and Qualifications	<ul style="list-style-type: none"> • Educated to degree-level standard or equivalent experience. • Training in Prince2 or other similar project management training.
Previous Experience	<ul style="list-style-type: none"> • Experience coordinating or supporting a programme or range of projects in parallel. • Experience of successful contract management. • Experience of working with professionals from a variety of backgrounds and professional groups. • Experience using a range of project and programme management tools (e.g. risk registers, project plans, lessons logs). • Experience drafting contracts. • Experience of budget management (desirable). • Experience of working in the voluntary sector (desirable).
Knowledge and Skills	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Demonstrable ability to quickly establish personal credibility, and to develop and maintain effective working relationships with groups and individuals with differing perspectives and agendas using strong negotiation and closing skills. 2. Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally. 3. Excellent attention to detail and written communication skills, including writing summaries and project overviews, 4. Ability to manage own time across multiple project strands. 5. Excellent prioritisation and personal time management skills including the ability to deliver work to agreed timescales and standards. 6. Excellent interpersonal, communication and presentation skills. 7. Excellent IT skills, with good knowledge of Microsoft packages. 8. Ability to think and plan strategically, translate plans into actions proactively and balance risk against benefits to achieve positive outcomes. 9. Understanding of and commitment to equal opportunities and to nasen's mission, vision and values. 10. Willingness to travel and work some unsocial hours. <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Ability to develop and monitor budgets. 2. An understanding of consortium working and contracting.
Other Information	<p>The post-holder will need to adopt a flexible approach to support nasen's work. The role may require some working outside of office hours and occasionally at weekends. The post-holder will work from the Central London office and will also be required to travel to the nasen office in Tamworth.</p>