

Job Title: Project Manager (Contract)

Location: Remote

Job Type: Part-time, freelance

Salary: Negotiable (depending on experience)

Overview:

We are seeking an experienced and dynamic Project Manager to lead and oversee key projects within our organisation. The successful candidate will be responsible for planning, executing, and delivering projects on time, within budget, and to scope. This role is ideal for a detail-oriented, proactive individual with strong leadership skills and the ability to manage cross-functional teams.

Key Responsibilities:

- **Project Planning and Initiation:**
 - Define project scope, objectives, and deliverables in collaboration with stakeholders.
 - Develop detailed project plans, including timelines, budgets, and resource allocation.
 - Identify and assess project risks and opportunities, creating mitigation plans where necessary.
- **Project Execution:**
 - Lead project teams, ensuring clear communication of roles, responsibilities, and expectations.
 - Monitor project progress, managing any changes in scope, schedule, or costs using appropriate tools and techniques.
 - Liaise with stakeholders, clients, and team members to ensure all parties are aligned with project goals.
 - Coordinate and manage external vendors and suppliers when necessary.
- **Risk and Issue Management:**
 - Proactively manage project risks, issues, and dependencies to ensure minimal disruption.
 - Develop contingency plans to handle project uncertainties and unforeseen events.
- **Budget and Resource Management:**

- Oversee project budgets, tracking expenditures and ensuring that projects remain within financial limits.
- Allocate and manage project resources effectively to ensure optimal project performance.
- **Stakeholder Engagement:**
 - Maintain regular communication with project sponsors, clients, and senior leadership to provide project updates.
 - Ensure stakeholders are informed of project progress, milestones, and deliverables through regular reports.
 - Act as the primary point of contact for project-related questions or concerns.
- **Project Closure:**
 - Ensure the project is completed to agreed standards, deliverables are met, and project objectives are achieved.
 - Conduct post-project evaluations to identify lessons learned and areas for improvement.
 - Ensure smooth handover of project deliverables to relevant departments or teams.

Essential Skills & Experience:

- Proven experience as a Project Manager, delivering complex projects within scope, budget, and deadlines.
- Strong knowledge of project management methodologies such as Agile, Scrum, and Waterfall.
- Proficient in using project management software (e.g., Microsoft Project, Jira, Trello, Asana).
- Excellent organisational, communication, and leadership skills.
- Ability to work under pressure and manage multiple priorities.
- Strong problem-solving skills with a proactive, solution-focused approach.
- Experience in managing both internal teams and third-party contractors/vendors.
- Familiarity with risk management processes and techniques.

Preferred Qualifications:

- Professional certification in project management (e.g., PMP, PRINCE2, Agile Certified Practitioner).
- Experience managing cross-sector projects.
- Experience working in both large and SME environments.

- Experience of social value and impact management.

Education:

- Bachelor's degree in Business, Management, IT, or a related field (or equivalent experience).

Benefits:

- Competitive salary.
- Flexible working hours and remote working.

This Project Manager role offers an exciting opportunity to lead impactful projects within a collaborative and innovative environment. If you are a driven and results-oriented professional with a passion for delivering successful outcomes, we encourage you to apply.

Application Deadline: 1st November 2024

How to Apply: Please submit your CV and cover letter to eimear.davis@socialvalueuk.org.

