



Regional Project Manager

Salary	£45,000 per annum
Reports to:	Chief Executive Officer
Hours	37
Location	Coventry
Contract type	Circa 6 months

ABOUT THE ROLE

Coventry Citizens Advice are excited to be launching a new health project across the West Midlands and East Midlands area. we're looking for a motivated Project Manager to lead it from inception through to set-up.

This is an exciting opportunity to shape and deliver a regional project from the start. You'll be working closely with partner organisations, building strong relationships and helping to create the structure, processes and foundations this project needs to thrive.

As Project Manager, you will oversee all aspects of the project from its initial development through to delivery. This includes:

- Leading the creation and setup of a new service
- Collaborating with partner organisations across the region
- Building strong working relationships to support effective joint delivery
- Helping design the project structure, systems and processes
- Ensuring the project's successful rollout across the whole regions
- As part of the Senior Management Team, you will contribute to the development and implementation of the aims of the organisation, the business plan and associated strategies. You will ensure that these organisational objectives translate into team and individual work plans and targets.

- You will drive up performance to maintain our reputation for quality services that meet the needs of the communities we serve and the quality standards we are accredited against

Most applicants should have previous experience in Managing project and stakeholder engagement. Candidates should demonstrate both theoretical understanding and hands-on experience with project management concepts.

PRINCIPAL TASKS AND RESPONSIBILITIES

Set up new projects in relation to: staffing, budget, processes, quality and service.

Ensure clear referral and signposting pathways, working with partners to agree parameters and processes.

Plan and allocate work, monitor achievement of deadlines and support staff as appropriate. Ensure that the service is adequately staffed and resourced.

Manage and develop with the management team to ensure quality, access and consistency throughout the service.

Manage and monitor any delegated budgets and follow Financial Procedures.

Create a positive working environment in which equality and diversity are well-managed, dignity at work is upheld and staff can do their best.

A successful Project Manager will also have:

- Excellent leadership and collaboration skills
- Determination, persistence and the ability to work independently
- Strong verbal and written communication skills
- The ability to work effectively within group settings
- High attention to detail
- Empathy and intuition

Person Specification

	Essential	Desirable	Method of assessment
Experience	Significant experience in managing projects and stakeholder development.	Management position	CV / supporting statement
	Significant experience of leading people to deliver a quality service	Third sector experience	CV / supporting statement
	Experience of successfully managing multiple teams to meet service level agreements and funder requirements	Proven experience of supervising a diverse workforce	CV / supporting statement
	Extensive experience of successfully leading teams through change		Interview
	Experience of working in a quality assured environment, and of developing and implementing quality assurance systems and procedures to meet standards set by accrediting bodies		CV / supporting statement
	Experience of setting and monitoring performance management standards		Interview
	Experience of analysing situations and making effective decisions based on evidence and procedures.		Interview
	Experience of working with partners, demonstrating		Interview

	excellent negotiation and influencing skills at a senior level		
Finance	Experience of managing budgets and funding streams		Interview
Skills and qualifications	Skills to analyse interpret and present information		Interview
	Skilled at motivating and supporting teams to deliver a high quality service		Interview
	Good interpersonal and communication skills		Interview

If you are motivated by the opportunity to lead a new and meaningful project, we'd love to hear from you.

Please send us your CV and a supporting statement (no more than two sides of A4) by Monday 15th December 9 am.

Interviews will take place on 18 December and you will be asked to prepare a presentation.