

# Project Manager



## APPLICATION PACK

**CLOSING DATE: 5PM FRIDAY 22 MARCH**

**Application pack for Project Manager, Yorkshire and the Humber**

**Part-time, 2 days or 15 hours per week**

**Salary: £TBC**

**Home based**

### **About Cranfield Trust**

Cranfield Trust is a national charity (England & Wales 800072, Scotland SC040299) and the leading provider of free management support and business advice to the UK voluntary sector. The Trust's vision is that charities will be effectively managed and will support those experiencing poverty, disability and social exclusion. Our client charities are usually small to medium sized charities with incomes of less than £1 million per annum, which provide vital frontline services to their communities.

- Cranfield Trust uses a network of project managers and over 1000 highly skilled volunteer business professionals to deliver free consultancy projects for hundreds of small to medium-sized charities in eleven strategic regions of England, Wales and Scotland. The purpose of this is to support charities to manage themselves and provide their services effectively to their beneficiaries.
- The Trust also runs HRNet, a free HR lifeline to charities and social enterprises. It offers specific advice on complex employment situations without expense, as well as regular briefings on employment issues, an information archive, and model documents.
- And the Trust provides free Masterclasses for charity professionals and Trustees on topics as diverse as governance, change management, business planning and financial forecasting.

Last year, 100% of the charities using our consultancy services reported that they were better able to plan and prepare for the challenges ahead as a result of working with the Trust. Over 95% of these charities reported improvements in strategic direction, financial management and sustainability, people management and leadership - and 100% of charities would recommend the Trust's services to other charities. [You can read about some of these success stories on our website.](#)

In 2019, the Trust is celebrating its 30<sup>th</sup> anniversary as a charity. We are using our 30<sup>th</sup> anniversary year to help charities to be as prepared as possible for the political and economic challenges facing our sector. Our anniversary serves as an important milestone in our history. It also coincides with a period of great change for the Trust as we are in the first year of an ambitious three-year strategy to support more charities with the delivery of vital services.

Cranfield Trust's three-year strategy will enable us to help more charities in these and other ways by extending the reach of our existing consultancy and advice services. In addition, we will launch new services, for example, a mentoring programme for charity managers, and a telephone advice service to provide access to critical and timely advice from external advisers on key management topics.

## About this role

Cranfield Trust has a 30 year history of providing high calibre management support to frontline voluntary organisations. A national charity, we have worked in Yorkshire and the Humber since 2016, and currently support 25-30 charities with consultancy projects each year, thanks to our regional group of 46 volunteers.

As an organisation, we have an ambitious three-year strategy to support more charities to prepare and adapt during the current unprecedented era of adjustment for the voluntary sector. To achieve this, we need to develop our consultancy support, and will be offering new services including mentoring and telephone support in the three year plan period.

We are looking for a highly capable management professional to join us as a Project Manager for Yorkshire and the Humber, to help us develop our work in the region, and, as part of our team, contribute to the continuous improvement of the Cranfield Trust's services to charities.

The right candidate will have an excellent range of management skills, with strong experience across management disciplines, able to work with the Chief Executives and Boards of local and regional charities to help them address their management challenges through the support of our volunteer consultants.

You will need to have excellent relationship and influencing skills, to be able to write clear and well defined project briefs, and to present the Trust's work confidently to potential supporters and partners, whether they are individuals or organisations.

We are committed to enabling charities to be effectively managed and to support people experiencing poverty, disability or social exclusion and are keen to find the right person to join our team. We have ten Project Managers around the country, and meet every 12 months for a whole team awayday, with smaller group meetings in between these events.

Please get in touch if you share our commitment to vital, frontline charities. The role is home based with travel around the region to meet our volunteers, clients and contacts.

We are committed to supporting you, your wellbeing and development, to ensure you enjoy working with us. We offer 33 days (247.5 hours) including Bank Holidays and a contributory pension scheme.

**Closing date: Friday 22 March 2019 by 5pm**

**Interview date: w/c 1 April 2019 (to be arranged)**

***We believe in building successful charities.***

## Job Description

**Job Title:** Project Manager

**Reporting to:** Head of Consultancy

**Hours:** This is a part time (15 hours a week) position and is home based, in the Leeds/Bradford area

**Job purpose:**

To develop the work of The Cranfield Trust in each region by

- To work with charities and business professionals by scoping, introducing and monitoring both parties in working together on pro bono consultancy projects
- Business development to raise awareness of the Trust's services in the voluntary sector, and to stimulate demand for support from charities
- To raise awareness of the Trust's volunteering in the business sector, to recruit business professionals as volunteer consultants

**Key objectives**

To oversee consultancy projects from start to successful completion, and to collect feedback

To increase the number of active appropriately skilled volunteers to meet the needs of the projects

To raise awareness of the Trust and stimulate demand from a greater number of charities requiring projects, to meet agreed activity targets

To establish and build positive relationships with partner organisations, government and other stakeholders

To identify and develop opportunities to contribute to the development of the Trust

**Main responsibilities:**

Project Management

- Working with charity clients to scope projects and prepare project briefs
- Identifying, appointing, briefing and managing appropriate volunteers
- Monitoring and supporting projects through to successful completion
- Collecting feedback and acting on issues arising from projects

Developing and Representing the Trust

- Working with voluntary sector bodies and networks to raise the profile of the Trust, and promote its services to charities and other non profits
- Identifying opportunities for the Trust to contribute to and work in partnership with other organisations from all sectors, voluntary, public and private
- Contributing to the overall reporting and knowledge base of the Trust, through collecting information on and analysing work in the region

Recruiting and Co-ordinating Volunteers

- Identifying organisations and networks which can assist with attracting and recruiting appropriately skilled volunteers
- Recruiting and communicating with volunteers, to build good relationships and a volunteer network that promotes the work of The Trust
- Managing volunteers to deliver a high quality consultancy service

## Other responsibilities

- Ensuring that all data is captured appropriately in order to assist in project reporting and providing information to funders and potential funders
- Analysing data to support the work of The Trust in designated area of responsibility and nationally
- Identifying contacts and opportunities to contribute to the overall development of the Trust

## Team Work

- Maintain excellent internal relationships with staff and volunteers within Cranfield Trust by working well as part of a remote team and always upholding team values.
- Work as a part of the Operations Team and organisation, sharing information and contacts with colleagues.
- Represent positively the work of Cranfield Trust.
- Act as an ambassador for Cranfield Trust and attend and support events as required

## Training and Personal Development

- Actively participate in appraisal system and attend sector events, conferences to assist in personal development.

## Person Specification

<b>Professional Experience</b> Management consultancy Project Management Business development/sales Building and developing professional relationships Managing and developing programmes of work Using a CRM system, ideally Salesforce	Desirable Essential Desirable Essential Essential Desirable
<b>Knowledge &amp; Qualifications</b> Comprehensive general management expertise Knowledge of the voluntary sector Understanding of management issues in smaller organisations Educated to degree level or equivalent	Essential Desirable Desirable Desirable
<b>Aptitude, Skills and Competencies</b> Excellent relationship building and interpersonal skills Strategic thinker able to collect and assess information to inform decisions Outstanding communicator at individual and group levels, written and verbal communications Effective influencing and presentation skills Strongly client focused and service oriented Analytical mind with excellent data collection and analysis skills The ability and willingness to be self sufficient in undertaking administrative tasks, managing information effectively and keeping systems up to date IT systems oriented, willingness to engage with Trust's systems, and proficient in MS office	Essential Essential Essential Essential Essential Essential Essential Essential
<b>Behaviours (including circumstances)</b>	

Self-motivated, and able to work independently, setting and achieving organisational and personal goals and targets	Essential
Ability to meet deadlines and work calmly under pressure	Essential
Determined and committed to high quality standards	Essential
Willingness to work positively in a team environment and with colleagues across the charity, share contacts, and uphold the charity's values	Essential
Strong on acknowledging and thanking all contacts and stakeholders – reflecting the ethos of the Trust	Essential
A genuine passion to see Cranfield Trust succeed in its objectives	

## Summary of terms and conditions of employment

This is a part-time, permanent post.

**Salary:** TBA plus 2% employer pension contribution

**Location:** Home based, with travel to meet client charities, volunteers and other meetings as necessary

**Hours of work:** The post holder will be employed part-time for 15 hours per week.

**Annual leave:** Annual entitlement of 33 days (on a pro rata basis for part-time staff) inclusive of Bank/Public Holidays. The office is closed during the Christmas break and annual leave must be taken during this time.

**Probationary period:** There will be a six-month probationary period.

**Policies and procedures:** We have policies designed to ensure the safety and well-being of both workers and volunteers e.g. health and safety.

## Recruitment and Selection Process

The Cranfield is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure equality of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status.

### Pre-employment checks:

We will require a minimum of two appropriate references and will check original documents proving your qualifications, identity, and right to live and work in the UK before you can start work with us. You will be asked to provide details of any unspent criminal convictions.

### References:

Referees should be your present and last employer. They should have had either managerial or supervisory responsibility for your work, and not be colleagues, subordinates or friends. Where appropriate (i.e. when this is your first employment), a tutor's reference and a personal reference or similar will be acceptable.

Referees will be provided with a copy of the job description and person specification for the vacancy. The Cranfield Trust will only approach your referees once an offer of employment has been made.

### How we use your personal information:

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the Data Protection Act 1998 (DPA).

Please note that by submitting an application for employment, you are also agreeing to the Cranfield Trust processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with the Cranfield Trust, all documentation related to your application will be confidentially destroyed after a period of six months.

**How to apply:**

If you are interested in joining us, please send a CV and letter explaining why the role is of interest to you and how your skills match its requirements by email to [karen.hurley@cranfieldtrust.org](mailto:karen.hurley@cranfieldtrust.org) no later than **Friday 22 March 2019 at 5pm**.

Interviews are expected to take place the week commencing **Monday 1 April 2019**.

To discuss the post informally, please contact Alice Dabrowska, Head of Consultancy 01794 830 338 or email [alice.dabrowska@cranfieldtrust.org](mailto:alice.dabrowska@cranfieldtrust.org)

# Equal Opportunities Monitoring Form

## PRIVATE AND CONFIDENTIAL

The Cranfield Trust operates an Equal Opportunities Policy and no person will be discriminated against whilst seeking employment or during such employment with the Trust on the grounds of any protected characteristics such as age, disability, ethnic origin, gender, marital status, political allegiance, race, religious belief, sexual orientation, responsibility for dependants, or unrelated spent criminal convictions.

The following information will be kept strictly confidential and stored separately from the application form before short-listing takes place. It will not form any part of the recruitment process or decision to appoint and will be used to provide data for monitoring purposes only.

You may choose to leave any or all questions unanswered.

POST APPLIED FOR:			
FULL NAME:			
AGE:		DATE OF BIRTH:	
GENDER (Please circle/cross out as appropriate):	MALE/FEMALE/ TRANSGENDER/ OTHER (Please specify) _____	IS THIS THE SAME GENDER YOU WERE ASSIGNED AT BIRTH?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick/double click to select)
MARITAL STATUS (Please circle/cross out as appropriate):	MARRIED/CIVIL PARTNERSHIP/SINGLE/DIVORCED/LIVING WITH PARTNER/OTHER		
DO YOU HAVE RESPONSIBILITY FOR DEPENDANTS (e.g. children, elderly, or any other person for whom you are the main carer)?	<input type="checkbox"/> CHILDREN <input type="checkbox"/> ELDERLY <input type="checkbox"/> OTHER <input type="checkbox"/> NOT APPLICABLE		
DISABILITY Do you consider yourself to have a physical and/or mental impairment as defined by the Equality Act 2010/ Disability Discrimination Act 1995 (NI)?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick/double click to select)  Please give details if you wish:		
ETHNIC ORIGIN How would you describe your identity?	<b>WHITE:</b> <input type="checkbox"/> BRITISH <input type="checkbox"/> ENGLISH <input type="checkbox"/> IRISH <input type="checkbox"/> SCOTTISH <input type="checkbox"/> WELSH OTHER (PLEASE SPECIFY): _____  <b>MIXED:</b> <input type="checkbox"/> WHITE AND BLACK CARIBBEAN <input type="checkbox"/> WHITE AND BLACK AFRICAN <input type="checkbox"/> WHITE AND ASIAN OTHER (PLEASE SPECIFY): _____		

	<p><b>ASIAN, ASIAN BRITISH, ASIAN ENGLISH, ASIAN SCOTTISH ASIAN IRISH OR ASIAN WELSH</b> (Delete as applicable):</p> <input type="checkbox"/> INDIAN <input type="checkbox"/> PAKISTANI <input type="checkbox"/> BANGLADESHI OTHER (PLEASE SPECIFY): _____		
	<p><b>BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, BLACK IRISH, BLACK WELSH</b> (Delete as applicable):</p> <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> AFRICAN OTHER (PLEASE SPECIFY): _____		
	<p><b>CHINESE, CHINESE BRITISH, CHINESE ENGLISH, CHINESE SCOTTISH, CHINESE IRISH, CHINESE WELSH</b> (Delete as applicable):</p> <input type="checkbox"/> CHINESE OTHER (PLEASE SPECIFY): _____		
	<p><b>OTHER ETHNIC ORIGIN:</b>  (PLEASE SPECIFY): _____</p>		
RELIGION/CULTURAL BACKGROUND	<input type="checkbox"/> NONE <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> BUDDHIST <input type="checkbox"/> HINDU <input type="checkbox"/> JEWISH <input type="checkbox"/> MUSLIM <input type="checkbox"/> SIKH OTHER (PLEASE SPECIFY): _____		
WHERE DID YOU SEE THIS POST ADVERTISED?			
SIGNATURE:		DATE:	

**Thank you for taking the time to complete this form.**

**PLEASE RETURN COMPLETED EQUAL OPPORTUNITIES FORM TO:**

**Post:**

Karen Hurley, Cranfield Trust, Court Chambers, 1 Bell Street, Romsey, Hampshire, SO51 8GY.

**Email:**

[karen.hurley@cranfieldtrust.org](mailto:karen.hurley@cranfieldtrust.org)