

## **Job description and person specification**

**Job Title:** Project Manager

**Salary:** £31,973 – £36,383 per annum (FTE)

**Hours:** Up to 21 hours per week – Flexible across minimum of 3 days

**Contract:** Fixed term for 18 months

**Reports to:** Chief Executive Officer

### **Main purpose of the job:**

Springboard Project is embarking on a building refurbishment at our centre in Horsham. As the Project Manager you will be key in the successful planning, monitoring, and completion of the works. It will involve liaising with colleagues to ensure all services continue to operate and works are carried out within the parameters of funding conditions.

The role will work with a diverse team of staff and volunteers. You will contribute to the continual improvement of systems and procedures within the organisation, working alongside Springboard's Management Team and regularly reporting to the Trustee Board.

### **About**

Springboard has been working with disabled children, young people and families for over 30 years. We deliver a wide range of services, support and activities in West Sussex, reaching over 500 families a year.

Our vision is:

A world of equality where all disabled children, young people and their families are able to reach their full potential.

Our mission is to:

- Facilitate and offer advice and support to disabled children, young people and their families.
- Create environments and deliver services that develop identity and build self-esteem.
- Advocate and raise awareness on disability and the barriers associated.
- Enhance children, young people and their families physical and emotional wellbeing.

Springboard has five core values which underpin and guide the way we work in all that we do, we are:

- Caring
- Fun
- Inclusive
- Passionate
- Adaptable

## **Main duties and responsibilities**

- Coordinate internal resources and third parties/vendors for the flawless execution of building projects
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure that all building projects are delivered on-time, within scope and within budget
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress and manage risks
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the funders and stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

## **Requirements and skills**

- Great educational background, preferably in the fields of engineering, surveying or construction
- Proven working experience as a project administrator in the construction field
- Solid technical background, with understanding or hands-on experience in building and construction
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Project Management certification is a plus

## **General Duties**

- Contribute to achieving the overall vision of Springboard
- Attend and participate in team meetings and board meetings as and when required
- Present a professional appearance, help maintain an orderly working environment, and act at all times to uphold the reputation of Springboard.
- Ensure everyone's experience of Springboard is positive and deal promptly with inappropriate behaviour by staff, volunteers, professionals or service users.
- Work within professional boundaries maintaining safety, safeguarding and appropriate confidentiality at all times.
- Work cooperatively with colleagues and encourage good teamwork, clear lines of communication and common practices within Springboard's teams.
- Comply with all published Springboard policies and procedures.
- Work flexibly to undertake such other reasonable duties and responsibilities, at any location within reasonable daily travel from your main place of work.
- Participate in undertaking periodic reviews of this job description for consideration by the management team and trustee board.
- Undertake any other tasks as directed by your line manager or board of trustees.

**To apply, please email a CV and cover letter, detailing why you'd be great at this job, to [supportus@springboardproject.com](mailto:supportus@springboardproject.com)**