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Contract Type:	Fixed term until 20 December 2019
Location:	Any Teach First local area office
Level:	3
Hours:	Full Time
DBS required:	None
Salary:	£40,000 (roles based in London will also receive £3000 London Weighting Allowance)

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## Project and Change Manager

### Purpose of the team:

The Strategy, Research and Performance directorate ensures that Teach First can make the best of its resources to have a positive impact on the lives of children and young people from disadvantaged backgrounds. Its role is to help facilitate the development of Teach First strategy and the initiatives to implement that strategy in line with the latest evidence and research. The directorate helps drive performance at Teach First by providing access to the data, analysis and research that informs decision making as well as by serving as a centre of excellence for project management. The directorate supports the organisation to learn from what has and hasn't worked through rigorous evaluations and ensures these learnings are captured in organisational planning and future strategy.

### Purpose of the role:

Teach First is currently running a number of exciting and transformative projects. To facilitate this, we require a Project and Change Manager to manage a number of projects over the course of next year. This role will support the planning, management and implementation of projects with a focus on those projects requiring organisational change. The Project Manager will need to project plan according to strict deadlines and within budget. They will need to oversee a cross functional series of workstreams, ensuring that all work is delivered to time and achieves the required outcomes. This includes coordinating the efforts of team members and colleagues across the organisation in order to deliver across all work streams. Immediate projects may include the delivery of a Schools Portal or delivery of new programmes but will change regularly as per organisational need.

### At this level you will:

- **Impact:** Drive the successful delivery of transformative projects across the organisation
- **Communication:** Works with key internal stakeholders to facilitate delivery of project objectives
- **Innovation:** Works alongside the PMO Manager to drive continuous improvement in project management practice across the organisation
- **Knowledge:** Experience of using different project management tools and methodologies.

### Your responsibilities will include:

- **Change management**
  - Ensure change initiatives meet objectives on time to budget
  - Deliver projects with a focus on changes to business processes, systems and technology, job roles and organisation structures
  - Drive focus on the desired outcomes and benefits of changes
  - Support communication efforts of change initiatives

- **Project management:**
  - Manage projects from start to finish to an agreed scope and budget.
  - Provide robust project management of work-streams, driving momentum and ensuring thorough project plans are in place and milestones are met and changes implemented, in line with wider design principles and change plan
  - Report progress through internal governance structure, proposing course correction where necessary
  - Identify and manage project dependencies
  - Manage risks for respective work-streams and escalate risks and issues as appropriate
  - Manage projects within defined timelines and agreed budget, ensuring value for money and commercial viability
  - Ensure effective information sharing and communication internally
  - Proactively manage changes in project scope and devise contingency plans
  - Ensure all data and information is accurate, up to date and stored correctly
- **Stakeholder management:**
  - Design and implement a clear stakeholder engagement plan for each work-stream
  - Build strong relationships with other members of the Strategy, Research and Performance Directorate

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.*

## Person Specification

### Essential skills and experience:

- **Change Management**
  - A solid understanding of how people go through change and the change process
  - Experience of change management principles and methodologies
- **Project Management**
  - Demonstrable experience of end-to-end project delivery, from inception of idea to evaluation and implementation, bringing people with you along the way.
  - Proven track record of competently managing and monitoring the implementation of multiple project plans and handling obstacles effectively.
  - Ability to manage budgets
  - Strong business acumen and understanding the issues of delivery/implementation of strategic priorities in a dynamic environment
  - Good attention to detail
- **Influencing and Stakeholder management**
  - Strong networking and relationship management skills
  - Ability to communicate information in a concise and clear way to stakeholders, written and verbal

### Desirable skills and experience:

- Experience of managing change projects
- Knowledge of education landscape

**All our employees are expected to model our values and help others to do so.**

**Benefits**

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual

**How to apply**

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu after informing your line manager of your interest.

**Next steps**

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round interviews are likely to take place the week commencing 27<sup>th</sup> January 2019 with second round interviews as required.