

Contract Type:	Fixed Term Contract until 20 th December 2019
Hours:	37.5 (1 FTE) or 30 (0.8)
Location:	London
DBS:	None
Level:	4
Salary:	£47 426.40 pro rata (roles based in London will also receive £3,000 pro rata London Weighting Allowance)

PMO and Planning 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.

It helps develop 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:

You will work closely with the Executive Director of Strategy, Research and Performance on turning the strategy into annual plans and serving as a centre of excellence for project management. The PMO and Planning Manager plays an important role in supporting the organisation to deliver the strategy effectively and ensuring a consistent approach to organisational planning and budgeting.

This role will support projects and change initiatives across the organisation and establish a Project Management Office. The role will lead, develop and champion the project and change management framework, including providing training for colleagues across the organisation to achieve consistency in the delivery of projects. This role will be a central point of reference for and track organisational projects including those involving new programmes and improvements to existing programmes.

At this level you will:

- **Impact:** Helping to turn organisational strategy into plans and projects.
- **Communication:** Working closely with stakeholders across the organisation to support in planning.
- **Innovation:** Driving improvements in how we manage and report on projects.
- **Knowledge:** Sound knowledge of planning, strategy implementation, project and programme management to support the organisation.

Your responsibilities will include:

Strategic planning

- Work closely with the Executive Director of Strategy and Research, Director of Finance and senior stakeholders across the organisation to turn the organisational strategy into annual plans

- Oversee organisational processes around how we “plan, do, check & change” our work, developing the processes and guidance around them, enabling the organisation to implement their work.
- Support the organisation in identifying, reporting and managing risks.
- Oversee the organisational Planning & Budgeting Cycle, including designing, seeking sign-off, facilitating the organisation through the process, and linking final plans to implementation of strategy.

Supporting projects and change initiatives across the organisation

- Ensure all projects are scheduled and resourced to deliver on time, within budget, within strategic objectives, and achieve planned financial or programmatic benefits.
- Develop and maintain project management processes and methodologies to add structure, uniformity and governance across the org
- Support the initiation, planning, and close-down of high profile, priority, cross-organisational projects
- Develop and manage system to capture lessons learnt from projects across the organisation, and use the findings to improve project management approach
- Develop and deliver project management training resources and schedule for delivery
- Support project managers in the directorate and the business to ensure they are equipped to set up and deliver their projects within organisational and customer requirements and constraints.

Governance

- Ensure org governance is fit-for-purpose to enable effective decision-making and implementation of strategy.
- Support with the implementation of new governance structures that align to organisational priorities and current reporting

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:

Project and programme management:

- Strong project management and operational planning skills and demonstrable experience managing simultaneous projects involving cross-functional teams within budgetary and schedule constraints
- Excellent working knowledge of Project Management methodologies, principles, methods, tools and techniques, including the proficient use of analytical tools

Strategic planning:

- Experience of turning organisational strategy into organisational and team plans
- Experience of managing a strategic planning and budgeting process

Influencing:

- Experience in managing multiple stakeholders
- Strong written and verbal communication

Desirable skills and experience:

- Financial planning experience

- Ability to develop and deliver engaging and effective project management training

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. Please note interviews will take place on a rolling basis so early applications are advised.