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**Job description template**

**Job title:** Project Manager

**Location:**

**Type of working required:** *Please add detail here as to the type of working arrangements that the candidate can expect i.e. home based/out based/nights/weekends/etc.*

**Department name:** *Delete if N/A*

**About your organisation and the department:** *Please add details here about your organisation i.e. purpose, vision or mission, the type of environment/specific sector that they will be working in. This should provide the candidate with a view on the culture and purpose of the organisation.*

*Example -* *We are looking for talented, aspirational, and compassionate people from all backgrounds to join* ***xxxx.*** *We offer a rewarding career and great benefits in a caring, supportive, and positive environment.  We believe strongly in the growth of our employees and encourage and foster the desire to learn, advance and progress within our organisation. We understand the importance of a healthy work-life balance and value the commitments you may, therefore we will happily consider flexible working applications. If we can make it work – we will!*

**The purpose of this role is** to plan, organise and oversee activities of projects so that they are completed as successfully as possible, meeting requirements regarding time, cost, quality, and performance.

As well as the skills and experience needed to be a fantastic Project Manager, we are looking for people that share our values, and who want to make a real lasting difference to people’s lives.

**About the role:**

* Accountable for delivery of project/s safely, to time, cost, and quality
* Lead and develop teams to specific requirements for your project/s
* Empower and inspire others to help deliver successful projects
* Identify and monitor project risks
* Engage with and lead stakeholder relationships
* Embed a psychologically informed environment (PIE) and trauma informed approach

**Job skills, experience, and qualifications:**

* Relevant experience in a project environment, ideally of managing a service supporting those experiencing homelessness, or people with a similar range of needs.
* Excellent stakeholder engagement and communication skills at all levels
* Strong organisational and leadership skills
* Experience in implementing process improvements
* Successful record of project budget management
* Understanding of equality and diversity, with respect to staff and clients.
* Knowledge of safeguarding and protection procedures and protocols for vulnerable adults

**Essential:** *Core skills needed to undertake the role in addition to the above.*

**Desired:** *Skills that it would be good if the candidate had in addition to the above.*

**Additional details:** *It is strongly encouraged if your organisation follow this policy below, to add a clear statement in this job advertisement of your commitment to inclusivity such as below or to make up a different one of your choice*.

*Example -* *We welcome applications regardless of age, disability, marital status (including civil partnerships), pregnancy or maternity, race, religion or belief, sexual orientation, transgender status, sex (or gender), neurodiversity, employment status, trade union affiliation, or other irrelevant factor. We welcome applications from military veterans or service leavers. We will interview all disabled applicants who meet the essential criteria.*

*Also consider any flexible working arrangement opportunities and any selection processes that you use.*

**How to apply:** *Link to website or email address to send CV to. Please also include a telephone number for those who are visually impaired or blind and an SMS number for those who are either deaf or hearing impaired so they can initiate contact and arrange for support in applying for the job if needed in any way or request a different format or method.*

**Salary range:** *£xxxx - £xxxx*

**Closing date:** xxxx

**For information please contact:** *Name and contact details of recruiting manager.*