



## Job Description

**Job Title: Project Manager**

**Department: Operational Support**

**Reports To: Head of Operations**

### Job Purpose

This main purpose of this role is to support the Head of Operations in delivering a diverse range of projects. In some cases, this may involve overseeing all aspects of a small project from initiation to completion, acting as the sole point of contact for key stakeholders and colleagues.

### Main responsibilities

You will work directly with the Head of Operations to manage a diverse range of projects within a portfolio, helping to ensure that tasks are completed on time, within budget, and to the required quality standards. You may be responsible for planning, executing, and closing some projects on your own, while working with a wide range of staff. In other cases, you will work with the Head of Operations on larger projects.

- **Planning and Initiation:**

Defining project scope, objectives, and deliverables, developing project plans, timelines, and budgets.

- **Execution and Management:**

Coordinating tasks, managing resources, and tracking progress against the plan.

- **Monitoring and Control:**

Identifying and managing risks, tracking performance, and implementing changes as needed.

- **Communication and Reporting:**

Keeping stakeholders informed of project status, escalating issues, and preparing regular reports.

- **Closing and Evaluation:**

Ensuring project deliverables are to standard, documenting lessons learned, and conducting post-project reviews where required.

- **Stakeholder Management:**

Building and maintaining relationships with stakeholders, managing their expectations, and ensuring their needs are met.

- **Quality Management:**

Ensuring project deliverables meet the defined quality standards.

#### Essential Skills:

- **Collaboration:** Ability to motivate others and foster collaboration to achieve project goals.
- **Communication:** Excellent verbal and written communication skills, including the ability to communicate effectively to stakeholders at all levels.
- **Problem-Solving:** Ability to identify and resolve project issues, mitigate risks, and make informed decisions (involving others as needed).
- **Organisation:** Ability to organise and prioritise tasks, manage time effectively, and maintain accurate project documentation.
- **Technical Knowledge:** Depending on the project, some technical knowledge or experience may be required.
- **Financial Acumen:** Managing project budgets and resources effectively.
- **Stakeholder Management:** Ability to manage stakeholder expectations, communicate effectively, and build strong relationships.

#### Additional Requirements for the role

This job requires:

- Protection of Vulnerable Groups Scheme (PVG) Registration

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.