

Job Description

Job title:	Project Manager (Business Development)		
Department:	Central		
Location:	TBC		
Reports to:	Managing Director		
Salary Grade*:	Grade 2a	Hay points*:	523
Evaluated date*:	07/09/2022	Ref:	230
Hours / week:	37 hours		
Status:	Permanent		
Supervisory responsibilities	None		
Job Shares will be considered for this post	No		
This position requires travel around the county and the ability to work flexible hours.	Yes		

**To be completed by HR after evaluation has taken place*

Overall Job Purpose:

A brief statement about the main objectives of the post

Realise Futures is a social enterprise that combines commercial trade of products and services alongside work placements, employment, and training opportunities.

The principal purpose of Realise Futures is to improve wellbeing, mental health and employability of disabled and disadvantaged people whilst contributing to the economy in our communities.

The role of Project Manager is primarily focused on ensuring that the Board of Directors strategic objectives are implemented, monitored, and achieved within agreed timeframes and budgets. Working closely with Directors and senior managers across the company, the postholder will develop detailed project plans that coordinate resources, colleagues, and processes to meet all project requirements.

The postholder will have a background in business skills, management, budgeting, and analysis. A natural collaborator and influencer with excellent interpersonal skills, comfortable with managing multiple tasks and possessing a problem-solving aptitude.

***This role is subject to a standard DBS check.*

Realise Futures CIC

Registered Office: Realise Futures, Lovetofts Drive, Ipswich, IP1 5NZ

01473 242500

info@realisefutures.org

www.realisefutures.org

Registered No 7828443 England and Wales

Main Duties and Responsibilities:

A brief description of the most important tasks of the post

Create and monitor project work plans based on company strategic objectives, that identify key tasks and milestones, assign responsibilities for deliverables, and highlight project/task dependencies and risks, revising as appropriate to meet changing needs and requirements.

Set up and lead project teams and meet with members to facilitate and support project deliverables, identifying and resolving issues to ensure that all parties are on track with project requirements, deadlines, and schedules

Prioritise tasks within agreed work schedules and manage day-to-day operational aspects of the project(s), ensuring project documents, including research data and results are complete, current, and appropriately stored

Establish effective project communication plans, internally and externally (i.e., partners and stakeholders), liaising with the Business Systems Director and the Communication/Brand Team

Coordinate the development of quality frameworks/user manuals/training materials and other documents as needed for each project, to enable successful implementation and compliance with company (and relevant external) quality standards.

Liaising with the Director for Finance and Corporate Resources, co-ordinate and track project costs that meet budgetary constraints

Prepare formal reports for the Directorate on project(s) progress and achievements. Reports may include material for presentation in both oral and slide formats

Produce post-project evaluation reports identifying successes and challenges throughout the project cycle that inform learning for future projects.

Working closely with the Directorate, lead on the project management of all tenders and funding applications that will include information gathering and providing support in the production of formal tender submissions.

Carry out analysis and of and research into commercial and service provision of key competitors to inform growth and development opportunities.

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1. Know-How:

Know-how is defined as the sum of every kind of knowledge, skill, and experience required for standard acceptable performance in a role. Forward planning is concerned with the complexity of the planning required in the role, the time span that planning has to take place over i.e. how far does the job holder have to plan ahead and the scope of the planning, i.e. one department, a division or across the whole company. Communication is concerned with whether or not the job holder has to merely communicate with or influence others and the levels to which the role requires them to do so.

The skills, expertise, and training required for the job are:-

- Proven experience in successful project management
- Good understanding of basic revenue models and profit/loss
- Ability to lead project teams of various sizes and see them through to completion
- Strong understanding of formal project management methodologies
- Awareness of commissioning and tendering in health, social care or other relevant settings
- Effective customer relationship management
- Skilled practitioner in Microsoft Office

Specific qualifications or training essential to the job are:-

- Ideally educated to degree level
- Formal qualification in project management OR proven track record of successful project/business management

The amount of forward planning required in the job is:-

HIGH

- Excellent organisation skills needed to oversee a diverse number of work streams that span one to five-5-year periods
- Ability to balance and prioritise workloads and to complete work to challenging deadlines
- Ability to forecast the requirements of physical and human resources within budgetary constraints
- Proactive and flexible with high level of self-motivation
- The ability to think ahead strategically; to interpret policy to determine what future service/business models should look like

The type of communication and interaction needed in the job is:

- High levels of influencing and negotiation skills at senior management level
- Excellent oral communication and presentation skills to a wide-ranging audience that will include senior business personnel/commissioners as well as internal colleagues.

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	<ul style="list-style-type: none"> • Effective written communication skills that include production of strategic and technical documents, detailed reports and plans. • Professional collaborator with the ability to promote and explain the company's strategic objectives with confidence and professionalism. • Good emotional resilience required in order to respond to a target driven working environment
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<p>2. Problem-Solving:</p> <p><i>Problem solving is concerned with the levels of autonomous thinking required in the role for analysing, creating, reasoning and arriving at conclusions. Consider the job holder's freedom to think and the amount of guidance available and the level to which constraints exist as to how problems may be resolved, i.e. levels of supervision / direction and processes or procedures that dictate the way in which a task is to be performed. Also consider the scope of the thinking required in the role, i.e. is there a clear right or wrong answer or is an element of judgement required.</i></p>	<p>The level of analysis, evaluation and problem solving required in the job are:- HIGH</p> <ul style="list-style-type: none"> • Proven ability to independently research, analyse and interpret complex data/information • Ability to introduce and sell feasible new concepts and innovations and implement them in project plans • Proficient in risk management and how to mitigate against identified risks to achieve objectives/tasks within agreed boundaries • Ability to think independently and respond to clarification issues from board members, external commissioners and colleagues • Ability to find proactive solutions to changes in circumstances, barriers and/or conflicts <p>The level of creativity and/or original thought to resolve issues is:- HIGH</p> <ul style="list-style-type: none"> • The role requires considerable innovative and creative approaches when developing project plans or seeking new business opportunities, within the boundaries of organisational purpose and policy • Able to use own initiative and judgement with great attention to detail when making decisions (based on fact and technical knowledge, not emotions)
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<p>3. Accountability:</p> <p><i>The freedom to take decisions is influenced by the presence or absence of constraints such as managers, processes and procedures and guidance. The nature of impact is concerned with the extent to which the role directly impacts on end results whilst the magnitude of impact considers how</i></p>	<p>The amount of freedom to take decisions in the job is:- HIGH</p> <p>The role allows for recommendation of project approaches to the Directorate that meet the vision and purpose of the company and demonstrate transition from strategy to operation</p> <p>Nature of impact:-</p> <ul style="list-style-type: none"> • The role requires the provision of technical and professional expertise to ensure that project plans
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<p><i>much of the organisation is affected by the job holder's accomplishment of the job's basic purpose.</i></p>	<p>achieve all deliverables and meet the strategic objectives of the company</p> <p>Magnitude of impact:-</p> <ul style="list-style-type: none"> • The remit of the post holder is company-wide; the whole company is affected by the expertise, timeliness and manner in which projects are successfully completed. In addition, the role is integral to the long-term growth and development of Realise Futures as well as the retention and sustainability of existing core business.
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These duties and responsibilities are indicative and not exhaustive. We may make adjustments from time to time to reflect the changing needs of the organisation. We may require you to carry out reasonable alternatives within the character of your post. We expect you to adopt a flexible approach to your role but will consult you about significant changes.

Evaluation

E 2 3 (304), E 4 (132), D 0 C (87) Total points 523 - Grade 2a

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