

JOB DESCRIPTION

Job Title:	Project Manager
Reports to:	Programme Director
Direct team:	Project SMEs
Location:	Homebased with travel to Scottish SPCA locations as required
Hours:	Fixed Term Contract of 1 year (until end 2025 initially) - 35 hours per week
Salary:	Market/experience aligned

Overall Purpose of the Role:

At the end of 2024 the Scottish SPCA will conclude year 2 of delivery against an ambitious 10-year strategic vision, setting out how we will ensure Scotland is the best place for animals to live by 2032. A core component of this vision includes adapting our services and extending our community reach across Scotland so that animals and people who need our help most can easily access them. This role will play a key part in enabling this to happen successfully.

The Project Manager will be responsible for managing one or more key projects that form the Society's Transformation Programme (STAG) and will work collaboratively with colleagues across the Society to adapt, expand and embed services, ensuring delivery of the end-to-end implementation fit-for-purpose animal and community journeys.

Duties:

- Working with the Programme Director and Project Sponsor as well as internal SMEs and external stakeholders to ensure delivery of STAG projects end-to-end within scope, on time and to budget
- Responsible for, in conjunction with project sponsors and external suppliers, defining project objectives and deliverables across the full life cycle and delivering these to targeted cost, timescale and quality parameters.
- Responsible for effective co-ordination and reporting of project dependencies, risks and issues, including identification of appropriate mitigation.
- Implement change effectively across the Society using a consistent change management approach – as defined in the SSCPAs change management toolkit.
- Consistently adopt the SSCPAs project management framework of record which will ensure that change is delivered successfully and consistently.
- Actively contribute to and engage with relevant governance fora to enable reporting, risk / issue escalation and decision making with appropriate stakeholders
- Design, prepare and lead stakeholder meetings and workshops, follow-up on agreed actions, and hold project colleagues (sponsors and SMEs) accountable.

- Manage day-to-day operational aspects of projects under remit as required; adapting as necessary while working with key internal and external stakeholders to establish and gain consensus on project goals, objectives, and deliverables.
- Maintain prompt, proactive, and transparent communication with all stakeholders (internal and external) to effectively drive project delivery.
- Provide daily task co-ordination, action tracking and project evaluation against agreed key milestones.
- Identify risks or barriers to successful delivery of projects and proactively develop solutions to manage these enabling the project to stay on track.
- Effectively use the Scottish SPCA's project management technology– and other tools as appropriate to manage projects.
- Build, maintain and develop effective relationships with internal and external stakeholders and suppliers as appropriate.
- Working with others, ensure appropriate training is in place to support effective delivery of projects and support colleagues affected by change.
- Bring colleagues on the journey of change ensuring they understand the purpose, and outcomes of the project.
- Provide timely reports to our PMO on project progress.
- Provide written and verbal updates to the Project Sponsor/Programme Director/PMO to ensure ongoing engagement, support and confidence, escalating risks and issues in a timely manner and requesting relevant interventions to ensure delivery success.

Person Specification:

Area	Essential	Desirable
Education & qualifications		<ul style="list-style-type: none"> ○ Experience working in the third sector ○ Prince2 certification or recognised change management or organisational development accreditation/qualification
Experience & job knowledge	<ul style="list-style-type: none"> ○ Experience in project and change management with a focus on business transformation & change ○ Experience of the practical application of a variety of project methodologies, and of simplifying in order to engage a broader audience ○ Experience of facilitating workshops and/or delivering training with multi-functional audiences 	<ul style="list-style-type: none"> ○ Experience using customer or supporter insight to shape projects and make decisions

Area	Essential	Desirable
	<ul style="list-style-type: none"> ○ Experience of managing project against financial KPIs and of definition of benefits ○ Demonstrable relationship management experience with the ability to build engage with internal and external stakeholders and adapt as required ○ Experience of improving processes and reporting to contribute to effective operational performance. ○ Great communication skills – ability to build a compelling case for change and to tailor messaging to a variety audiences across an organisation ○ Ability to engage, inform and influence senior stakeholders both in written communication and through briefings & presentations ○ Experience of managing project resources/stakeholders ensuring adherence to relevant change governance, reporting & delivery to cost, quality & time. 	
Job related skills / competencies	<ul style="list-style-type: none"> ○ Naturally curious, proactive and solutions-focussed with the ability to tackle barriers to success as quickly and effectively as possible 	

Area	Essential	Desirable
	<ul style="list-style-type: none"> ○ Ability to operate effectively and confidently in ambiguity, while creating clarity for self and others and driving outcomes ○ Diligent and committed with strong attention to detail ○ Highly organised and able to manage multiple activities at once in a fast paced environment ○ Ability to engage with others at all organisational levels, creating buy-in and engagement ○ Task orientated approach with the desire and ability to get things done ○ Resilient with a desire to embrace and overcome challenges ○ Bringing a growth mindset, with the ability to identify learnings from every experience. 	