



## **JOB DESCRIPTION SENIOR PROJECT MANAGER (TWO YEAR FIXED-TERM CONTRACT FROM APRIL 2018)**

### **Job details**

<b>Location:</b>	Central Office based for two days each week on a flexible basis, with the rest of time home based. Travel to meetings will be a requirement of this role.
<b>Reporting to:</b>	Policy and Research Director
<b>Hours:</b>	25 hours per week (to be worked during normal working hours)
<b>Salary:</b>	£30,030 (£20,020 pro rata based on £15.40 per hour) in addition to a £1,000 bonus on completion of the contract.

### **Job purpose**

The job purpose is to scope, deliver and evaluate the delivery of a tri-Service, online information platform for all Armed Forces Families. The platform will enable families to more easily identify the school, childcare, healthcare and housing situations in the areas they move to.

The Senior Project Manager will lead the delivery of this project from conception, ensuring that it is delivered to the agreed specification, budget and timeline. The Senior Project Manager will be the sole individual appointed to this project and AFF does not employ any other dedicated project management staff.

### **Job responsibilities**

Responsibilities of the post include:

- Scope a full project plan from the current project outline, setting key milestones for delivery

- Source and appoint the information platform builders, working closely with them throughout the project lifecycle
- Provide regular forecast reports throughout the project ensuring internal and external stakeholders and our funder is aware of progress. These will include both resource and financial forecasts
- Manage the financial budget of the project
- Build awareness of the project across the Families Federations to ensure they are aware of the project's objectives and deliverables
- Resolve issues arising throughout the project, ensuring that the AFF Chief Executive, who has overall responsibility, is kept aware of the situation
- Ensure that the project is delivered in line with the funding requirements and is compliant with any relevant legislation and regulations
- Liaise with the Marketing & Communications Branch in AFF to agree the Communications Campaign
- Report on project progress by providing written reports and presentations
- Identify key performance indicators using website indicators and entries on the AFF enquiries database (and comparable information tools in the other Families Federations)
- Organise a formal evaluation to assess the outcomes and impacts of the project
- Attend and participate in AFF meetings, training and events (the latter as appropriate)
- Any other duties appropriate to the post, such as assistance with other projects, as required by the needs of the organisation from time to time.

## Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources)
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

## Key contacts/relationships

- Sara Baade, AFF Chief Executive who is responsible for the project
- Staff and users of the Army Families Federation, Naval Families Federation and the RAF Families Federation
- Staff Joint Forces Command
- The Army and the Army Manning Centre in Glasgow
- iHIVE
- LIBOR
- Contracted information platform builders

## Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL	
Proven and recent experience of leading projects in excess of £100k over at least two years	
Experience of managing diverse stakeholders	
Understanding of public and third sector	
Experience of financial and resource management including setting and managing budgets	
Experience of embedding projects into organisations through effective engagement	
Excellent communication skills	
Highly organised and driven to deliver	
Proficient user of Microsoft Office, in particular Word, Excel, Outlook and PowerPoint	
DESIRABLE	
Holds a recognised project management qualification	
Understanding of technology and the approach to building information platforms	
Managing evaluations of projects	
Understanding and current knowledge of military life and its impact on families	
An understanding of the impact of military and government policies on Army families	

## What we do for you

<b>When do I work?</b>	During normal working hours, between 9am and 5pm, Monday to Friday.  We may be able to offer some flexibility in how hours are worked, however, this role must work five days per week.
<b>Does AFF pay overtime?</b>	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy. (In <u>exceptional</u> circumstances, some TOIL hours will be paid off.)
<b>How much holiday</b>	We give all staff 30 days' holiday a year (we adjust this pro-rata if you work fewer than 5 days per week), plus public and

do I get?	bank holidays.
How will AFF review my salary?	The pay is set during the duration of the contract and is not eligible for review.
Will AFF help me save for the future?	Yes! AFF is signed up to an auto-enrolment pension scheme, administered through NEST. Information about how to join will be provided at offer stage.
How will AFF help with my development?	Your induction will include time with your line manager and the AFF Chief Executive.  We offer comprehensive internal training (1-2 times per year) and you will receive an annual Performance Review with your line manager. In addition, all staff can apply for funding and/or paid time off for external training.

## Job context and other relevant information

- References will be taken up on appointment.
- This role is offered as a 2 year fixed-term contract. As it is a new role, the job description will be reviewed 1 year into the contract. There is no guarantee that the role will continue beyond the initial contract period, however, there is a potential for the role to be extended.
- The successful applicant will be expected to cover their own travel time and expenses when travelling to Central Office for two days each week.
- The successful applicant must be prepared to travel to meetings as required, and is strongly encouraged to attend staff training events, usually held in Andover or London, and involving overnight stays. Travel time and expenses can be claimed from Central Office. Any other time spent travelling would be the staff member's own. All time spent in the training sessions will be claimed as working hours.
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.
- All other expenses incurred in the course of fulfilling the duties of the post will be paid. The 'home station' for this post will be agreed at the offer stage to determine where travel time and expenses are calculated from. Please note that mileage claims will only be reimbursed where you have ticked the expenses claim form to indicate that:
  - You have a current valid driving licence (for the country in which you are driving on work business)
  - Your vehicle is insured for business use, has current road tax (where applicable), has a current MOT certificate (where applicable, or local equivalent in overseas postings), has been properly maintained and is in a roadworthy condition

- While budgeting responsibilities sit with senior management, we ask *all* staff to be considerate of our finances and to assist in the effective use of AFF funds. Staff should use any measures they can take individually to get best-value: this might include booking travel as early as possible, booking in 2 or 3 meetings in one location instead of making separate trips or spending only what's necessary on meals bought whilst out on AFF business.