

Project Manager

POST	Project Manager
EMPLOYER	VOCAL – Voice of Carers Across Lothian
SALARY	£36,575 (pro rata) - £19.47 an hour
HOURS	30 hours per week (option for a consultancy or salaried position)
PROJECT LENGTH	Fixed term until 30 April 2024
LOCATION	The postholder will be working in Edinburgh from VOCAL's Edinburgh Carers' Hub at 60 Leith Walk, with occasional meetings at VOCAL's Midlothian Carer Centre.

Purpose of the post

The Project Manager will lead the development and delivery of digital projects within VOCAL. The postholder will lead on projects including:

- the development of VOCAL's case manager system
- scope and implement a new CRM system for professional contacts
- the migration of VOCAL's file structure to Sharepoint

The post-holder will report to the Head of Digital and Communications and liaise closely with internal and external partners to ensure projects are delivered on time. This is a new post, created as a result of digital developments within VOCAL and is an exciting opportunity to drive change across the organisation.

VOCAL values

- We are carer-led and engage carers in all aspects of our work
- We recognise and advocate for carers as equal partners in care
- We support carers to:
 - build on their strengths and skills
 - identify and achieve their outcomes
 - strengthen their resilience
 - improve their quality of lives
- We believe in diversity, equality of opportunity and choice
- We promote transparency and honesty
- We treat people with dignity and respect
- We create opportunities for innovation, creativity and enterprise
- We seek to work in partnership around agreed outcomes

Improved outcomes for carers

The post holder will contribute to the following outcomes for carers.

Carers will report:

- being better informed about issues linked to their caring role

- improved confidence in their ability to shape services and support
- improved confidence in managing their caring role
- improved physical and mental wellbeing
- improved confidence in their ability to deal with the changing relationships
- improved economic wellbeing
- improved social wellbeing
- improved personal safety

Person Specification

The post holder is expected to evidence and demonstrate the following:

Qualifications (Desirable)

- Educational qualifications which may include qualifications in project management, service development and delivery

Experience (Essential)

- Applicants will demonstrate significant experience of planning, developing and implementing successful projects as well as success in: building positive relationships with internal and external stakeholders, including suppliers
- Creating project plans, detailing key timescales and contact points with stakeholders
- Managing budgets for individual projects
- Procurement of services including tendering process

Knowledge (Essential)

Applicants will demonstrate:

- An understanding of the key principles of successful project management, including project governance

Skills (Essential)

Applicants will demonstrate:

- Excellent IT skills
- Excellent communications skills
- Strong organisation skills
- Strategic awareness
- Ability to work on own initiative and take direction
- Good problem-solving skills
- Good teamwork and a collaborative approach, with the ability to form effective working relationships with internal and external stakeholders
- Strong attention to detail and organisational skills

Experience, Knowledge and Skills (Desirable)

- Experience delivering digital development projects
- An understanding of issues affecting carers

- Third or charitable sector in a paid or volunteering role

Job Description

- Responsible for the scoping, development and delivery of key digital projects within VOCAL
- Create project plans to ensure effective implementation of projects
- Monitor project progress
- Create supporting documentation to ensure business continuity and long-term sustainability of projects
- Engagement with relevant stakeholders, including VOCAL staff and external delivery partners to ensure projects meet agreed timelines
- Lead working group meetings to progress projects and keep stakeholders informed
- Provide regular updates to VOCAL's Senior Management Team
- Oversee budgeting requirements for individual projects, informing stakeholders where required
- Foster a positive culture of change within VOCAL, communicating benefits of digital enhancements to service
- Create and maintain project governance arrangements
- Monitor risk and manage issues, with support of Head of Digital and Communications
- Advise internal stakeholders of project management best practice, providing training where appropriate

General duties

- Comply with VOCAL's policies and procedures
- Participate in relevant staff team meetings
- Carry out other non-recurring duties as arise from time to time, and provide cover during the absence of team members.