

The HumanEdge

# RECRUITMENT PACK

JOIN OUR TEAM

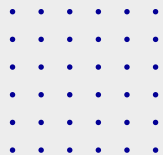


## PROJECT MANAGER

**Application Deadline**

22 November, 2024

09.00 AM UK TIME



FOR MORE INFORMATION

 [www.humanedge.org.uk](http://www.humanedge.org.uk)

SUBMIT YOUR APPLICATION

[jobs@humanedge.org.uk](mailto:jobs@humanedge.org.uk)



# ROLE DESCRIPTION

## Project Manager

<b>Reporting to:</b>	Head of Programmes
<b>Term:</b>	Full-time (37.5 hours per week), 2-year fixed term contract (with potential for renewal, subject to funding)
<b>Salary:</b>	£31,000-£40,000 gross per annum, dependent on skills and experience
<b>Location</b>	Homebased in the UK, with ability to travel to team workshops/ meetings in the South/ Southwest on an approximately quarterly basis; and to travel internationally approximately 1-2 weeks per quarter
<b>Start Date</b>	January 2025
<b>Application Deadline</b>	09.00 UK time, Friday 22 November 2024

# ABOUT THE HUMAN EDGE

[VISIT OUR WEBSITE](#)



The Human Edge is a specialist mentoring and coaching organisation. We've developed our expertise, approaches and partnerships over 16 years, and we use our learning and experience as a foundation to design and implement integrated leadership development and learning programmes and initiatives for entrepreneurs, managers and leaders.

We believe that building thriving businesses and social impact organisations which drive lasting positive change takes confident leadership, skills, and connections. Through our work we equip people, teams, organisations and networks/ecosystems with the tools, approaches, and skills to overcome challenges, build stronger relationships and strengthen their leadership to steer their organisations forward and achieve greater results, faster.

We partner and collaborate globally with local and international governments, foundations, international NGOs and corporates. We work in multiple languages, across contexts, cultures, and sectors. The Human Edge is a values-based organisation with a diverse and committed international team who bring a focus on quality, connections, innovation and learning to their work.

# ABOUT YOU & THE ROLE



## About you

Are you an experienced and adept programme / project manager who is passionate about strengthening entrepreneurs and leaders to drive inclusive economic and social change? Do you have experience of working in sectors and markets relevant to our mission and geographical focus, and a flair for working in partnership with others? Are you a self-starter who works with initiative and takes ownership? Do you have a keen interest in learning and development, and producing meaningful insights on effectiveness and outcomes?

## About the role

You will manage projects/ programmes delivered through a range of modalities (in person, online, blended) across countries and regions, and in collaboration with partners and other service providers. You will also lead on and/ or contribute to cross-cutting initiatives which develop our organisational capacity as we grow. Reporting to the Head of Programmes, you will work closely with other project managers as well as colleagues in business development, communications, and facilitation design and delivery. You will find colleagues keen to work with you in the context and spirit of our values. Some international travel (up to 1-2 weeks per quarter) is generally envisaged for project managers, subject to business needs.

## KEY RESPONSIBILITIES

- Lead on programme/project development, management and implementation, ensuring high-quality delivery and outcomes, in collaboration with external partners and clients
- Contribute to the design and development of new products and services (including but not limited to learning-centered products and services), working with others to take these to market
- Develop and oversee project workplans, logframes, M&E and associated internal and external planning and communications pathways and processes
- Manage external contractors, suppliers and other specialists as relevant, developing Terms of Reference for services, and ensuring sub-contracting and performance in line with deliverables
- Manage the inputs of others to achieve results, including task/line management of others internally and externally as relevant
- Organise and oversee workstreams and participant learning pathways including recruitment of participants, preparation for events and/or online learning delivery, logistical/ practical arrangements, and coordination with other delivery partners
- Ensure engagement with project beneficiaries at key stages through the programme cycle, including leading relevant meetings and learning processes
- Manage project budgets and financial reporting, ensuring cost control and value for money principles are applied throughout delivery, and in line with contractual specifications
- Lead on narrative and technical reporting to funders/ clients
- Manage funder/client/ partner relationships in collaboration with Head of Programmes
- Lead on and/ or contribute to processes and deliverables related to strategic cross-cutting themes within the organisation
- Contribute actively to team meetings, events and initiatives, including preparing and leading sessions, ensuring outcomes
- Any other reasonable task as requested by the line manager, commensurate with the broad remit of this role

# PERSON SPECIFICATIONS



- Degree or comparable qualification in a relevant discipline (E) (a relevant post-graduate qualification would be an advantage (D))
- 6+ years' experience in similar and progressively responsible project management role, in a relevant sector or thematic/ programme area (E)
- Experience of working with funders and a good understanding of client engagement and reporting; and of working in partnership with other service providers, including demonstrable previous experience of managing/ coordinating with others delivering complementary workstreams (E)
- Sound organisational skills including proven ability to design, manage and ensure key project management processes, using relevant tools, technologies and engagement strategies (E); a specific project management qualification (such as Prince II) would be an advantage (D)
- Strong budget development, financial management and reporting capability, with proven experience in this area (E)
- Ability to think strategically, innovatively and creatively, and to execute methodically (E)
- Qualitative and quantitative research and analysis skills, including M&E/ data collection framework development, tools and methods; strong experience in consolidating and presenting meaningful insights for a range of audiences (E)
- Highly literate in all standard IT packages and other relevant tools and technologies to facilitate online/ virtual engagement and learning (E)
- Ability to communicate complex concepts clearly and concisely both in written and verbal format as well as through diagrams, worksheets and infographics (E)

- Strong attention to detail and proven ability to manage a wide and varied workload, managing competing deadlines whilst maintaining the highest standards (E)
- Excellent communication skills including expertise in writing clearly and succinctly for a range of purposes and audiences as well as communicating persuasively across different levels, with local and international teams and stakeholders (E)
- Commitment to working collaboratively, with a high degree of autonomy and initiative, including taking ownership of planning own and others' inputs towards deadlines and deliverables (E)
- Fluency in English (E); additional French and/or Arabic language skills would be a distinct advantage (D)
- Experience in learning and development and/ or educational product development (D)
- Some direct experience of mentoring or other learning and development initiatives which seek to build the professional/ personal competencies of entrepreneurs, managers and leaders and leaders (D)
- Enthusiasm for and commitment to The Human Edge's mission and own personal and professional growth (E)

### **What we offer**

- 38 days of annual leave (inclusive of public holidays)
- Contributory workplace pension scheme
- Private health insurance
- Contribution to expenses related to homeworking (in line with company policy)
- Agile remote working

# HOW TO APPLY

**SUBMIT YOUR CV**



Please express your interest in this role by sending us:

1. A covering letter which outlines how your experience aligns with the person specification for this role. It should also confirm your availability to attend interviews on the specified dates, your available start date, how you heard about this role, and confirm your right to work in the UK
2. Your CV

Applications should be emailed to [jobs@humanedge.org.uk](mailto:jobs@humanedge.org.uk), indicating 'Project Manager' in the subject line, by **09:00 UK time, Friday 22 November 2024**.

First round interviews will be held online on **Monday 09 December and Tuesday 10 December 2024**. If you progress through this stage, a second round online interview would be held on **Thursday 12 December 2024**.

The Human Edge is an equal opportunity employer and committed to creating a diverse, inclusive environment. We believe in the potential of everyone – whatever makes you, you. A diverse workforce can only make us better and all applications are considered without discrimination based on age, sex, gender identity or expression, sexual orientation, marital, civil or other relationship status, religion, race, belief, colour, ethnic origin, physical ability, neurodiversity or socio-economic status.

## FOR MORE INFORMATION

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