

PROJECT MANAGER

JOB DESCRIPTION:

JOB TITLE:	Project Manager
LOCATION:	Project specific
ACCOUNTABLE TO:	Overall Project Manager
RESPONSIBLE FOR:	Project Administrator
KEY RELATIONSHIPS:	Overall Project Manager Project Administrator Sponsors DCSF lead officer Consultants (CASL appointed)

BACKGROUND: CASL is the principal agency whereby the Church of England delivers on its commitment to develop 100 new secondary academies in the next decade. Church of England academies are designed to offer the highest quality of education to children and young people who live in very challenging communities where there is substantial deprivation.

The following elements will be important:

- A clear and living identification with the vision and ethos of the diocese as lead sponsor such that the Project Manager can empathise and engage intellectually, spiritually, and morally with the aims set out in the Expression of Interest
- Supporting the Overall Project Manager and working with the Project Administrator
- Managing the delivery of the project and resolving issues as they arise
- Liaising with the CASL Project Management Unit (CASL PMU) to ensure timely structured reporting to DCSF
- Liaison and communication with sponsors

JOB SUMMARY: The post holder will assist the Overall Project Manager and work with the Project Administrator through the feasibility and implementation of the academy project.

MAIN DUTIES AND RESPONSIBILITIES

1. Manage the delivery of all project outcomes in keeping with the aims and ethos of the sponsor(s), including innovation and vision.
2. Ensure that the project outcomes are reflected in the actions across the project, as set out in the Product Breakdown Structure (PBS) provided by the Department for Children, Schools and Families (DCSF).
3. Ensure that all parties keep to the agreed vision, designs, operations and plans. If there is a proposal to change from the original vision, ensure that this is properly evaluated.
4. Organise, together with the Project Administrator, the Project Steering Group (PSG) meetings. Ensure the use of the CASL standard agenda, agreed procedures for disagreement and risk escalation, and other CASL protocols. Provide support for the chairman.
5. Develop and maintain relationships with sponsors and other stakeholders. Act objectively and impartially with the PSG in accordance with the agreed principles of the Academies Programme.
6. Instruct the design team and other parties in the sub-project tasks. Co-ordinate outcomes.
7. Deal with project issues as they arise and bring any issues that cannot be resolved to the Overall Project Manager.
8. Liaise with the CASL monitoring team and work with the other members of the project team to ensure timely structured reporting to DCSF lead officer.
9. Assist the Overall Project Manager in undertaking such other tasks and duties as are required to carry forward the project.
10. Ensure that all relevant project documents and dates are uploaded to SharePoint (CASL intranet) accurately and in good time and that all project team members use their CASL e-mail account for all CASL related e-communications.
11. The Freedom of Information Act does not apply to CASL as it is a private company and CASL is not registered under the Data Protection Act. However, project management teams are instructed to maintain the highest possible standards in all documents and correspondence and apply the Data Protection Observance checklist, which can be found on SharePoint, to their work for CASL.

Key Tasks for Feasibility include monitoring and supporting the Project Manager with:

- Legal considerations: the establishment of the Trust, the drafting of the Memorandum and Articles of Association
- Agreement of the Funding Arrangement
- Land transfer: organisation and legal work

- Liaison and consultation with local stakeholders, ensuring that local views are taken into account and any local difficulties are resolved

- Planning the education ethos and the curriculum of the Academy, including its specialism(s)
- Key school policies: Admissions, Special Educational Needs (SEN), Behaviour, Exclusions
- Consideration of staffing issues: future organisation at the Academy, TUPE issues

- School closure and referral to the School Organisation Committee
- Taking building plans to RIBA Stage D

PERSON SPECIFICATION:

	Essential	Desirable
Skills	<p>Strong project management skills Developed networking skills Good communication skills, both written and verbal IT skills Political awareness and sensitivity</p>	
Abilities	<p>Ability to prioritise, plan and be proactive Ability to establish good working relationships with people and organisations at all levels (e.g. local authority officers, councillors, senior clergy, headteachers, senior business figures and DCSF officers) Ability to adapt to changing needs and demands Ability to maintain confidentiality</p>	
Experience & Qualifications	<p>Experience in a project management environment Experience of working in a small team Experience of participating in committee meetings Understanding of the role of the Church of England in the Education sector and of its internal structures</p>	<p>Experience in education Project management qualifications An understanding of the Voluntary Aided structures and systems</p>
Personal Attributes	<p>A close interest in, and empathy for, the work of the Church of England in the field of Education Ability to work flexibly to fulfil urgent tasks Ability to travel for training and meetings, including overnight stays Confident, friendly and tactful</p>	<p>Full UK Driving Licence Knowledge of the Diocesan school network and the local area</p>

GENERAL CONDITIONS:

Diversity

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is one of the central precepts to the Church of England's mission and theology. CASL values the richness, which this equal treatment brings to the workplace. It therefore has an equal opportunities policy in place. This policy not only requires the employer to fulfil certain obligations but also places responsibilities on staff. Staff found to be contravening the policy or acting outside its spirit will be subject to disciplinary action, which could lead to dismissal.

CASL wishes to implement the terms of the Disability Discrimination Act and are committed to improving opportunities for people with disabilities.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as professionals, whatever their job.

Health and Safety Responsibilities

All CASL staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the CASL health and safety policy;
- to make themselves familiar with accident and emergency procedures on the site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their management team immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.