

BRIEF FOR THE POSITION OF Project Manager



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Project Manager



Welcome

Thank you very much indeed for your interest in the position of Project Manager at Malvern College. This is an exciting opportunity to join a high calibre and a forward-looking team in a culture that emphasises the development of people, built on an inspiring 158-year history.

Over the next 3-5 years, Malvern College has a number of long-term strategic projects to deliver. The project teams will be made up of stakeholders from all areas of the organisation. We need to ensure there is a balance between every-day operational and educational excellence whilst at the same time looking ahead to ensure that the long-term strategic projects are delivered to the highest standards.

This role will be responsible for planning and oversight of long-term projects, ensuring that there is a clear journey to completion and that the project team is kept on track, delivering the key milestones and managing risks and issues in a timely and effective manner

Malvern College is a leading independent co-educational day and boarding school for 650 pupils aged 13-18 years. A significant proportion of pupils join from the College's affiliated prep school: The Downs Malvern, educating 200 boys and girls from 3-13. Situated on the slopes of the Malvern Hills, the two beautiful campuses, set in 250 acres of stunning grounds, provide a wonderful environment within which to learn and work. The Malvern brand is globally strong with sister schools in Qingdao, Chengdu, New Cairo, Hong Kong and Tokyo. In total, more than 4,200 pupils experience a transformational Malvern College education around the world. The Malvern College Family of Schools also includes thriving enterprise and guardianship companies, in addition to a well-established fundraising and alumni relations society.

If this role is an opportunity that excites you, and you believe that you have the necessary skills, experience and attributes, then we would be delighted to receive your application.

www.malverncollege.org.uk



MALVERN
COLLEGE

Project Manager

Job description



Job Title

Project Manager

Responsible to

Chief Operating Officer

Purpose of the post

To be responsible for planning and oversight of long-term projects, ensuring that there is a clear journey to completion and that the project team is kept on track, delivering the key milestones and managing risks and issues in a timely and effective manner.

Main Duties and Responsibility

Objectives

- Ensuring that each project has clearly identified deliverables and success measures, with appropriate tracking/monitoring mechanisms in place.
- Developing and delivering on a project plan including responsibility for ensuring that project teams meet deadlines and milestones, identifying risks and opportunities throughout the process.
- Engaging the project stakeholders, identifying, collating and sharing the information needed to take each project through each milestone.



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Deliverables and success measures

- Clear articulation of the project goal
- Identification of KPIs for the project, both at key milestones and at project completion
- Monitoring / tracking of the project through a clear dashboard accessible to all stakeholders

Project time-plan and risk management

- Development of appropriate GANTT charts to establish project timelines
- Identification of clear milestones and engagement of stakeholders as appropriate on the delivery of those milestones
- Maintain a project risk register, reviewed frequently with potential solutions identified
- Ensure that any project budgets remain on track, with specific reference to professional fees budgets

Stakeholder engagement

- Ensure there is a clear RASCI with all stakeholders clear on their roles
- Identify and organise a steering committee for each project
- Timely organisation of project team meetings with clear recording of minutes and actions, with matters arising to be followed up in subsequent meetings
- Responsibility for collecting key information and documents for the project team

Safeguarding Responsibilities

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact; and
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves minimal contact with children and the post holder will not be responsible for children. The post holder will be considered to be in regulated activity.



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Person Specification

Essential

Desirable

Education and Qualifications

- Bachelors' degree
- Project Management qualification (e.g. PRINCE2 or Agile)

Experience, Knowledge and Understanding

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| <ul style="list-style-type: none">➤ Proven track record of managing small to medium size projects through the full project life cycle➤ Experience of scoping project requirements with stakeholders➤ Experience of managing projects to time and budget➤ Experience of understanding an organisation's strategic direction | <ul style="list-style-type: none">➤ Experience working in the education sector➤ Experience working in the charity sector |
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Role Related and Personal Skills

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| <ul style="list-style-type: none">➤ Excellent communication and diplomatic skills➤ Hard-working and self-motivated➤ Attention to detail | |
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The Malvern Qualities

All staff are expected to model and promote our Malvern Qualities which are:

- Resilience
- Self-awareness
- Open-mindedness
- Kindness
- Collaboration
- Risk-taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility



Hours and Benefits

37.5 hours per week.

25 days holiday per annum. It is expected that the postholder should take the majority of their annual leave during school holidays.

Application Process

Full details of working at Malvern College and our Application form can be found on our website:

www.malverncollege.org.uk/Job-Vacancies.

If you have a query regarding the application process, please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone 01684 581647.



Project Manager



General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. An online search will also be carried out as part of due diligence on all short-listed candidates.

