

PERSON SPECIFICATION

Transformation Project Manager

E: Essential
D: Desirable

I: Tested at interview stage
A: Tested at application stage

EXPERIENCE & QUALIFICATIONS		
Demonstrable experience in project and change management including risks and their mitigation	E	A/I
Relevant project or change management qualification, e.g. Agile, PRINCE2, APM, MSP, PMP, Prosci (ADKAR) or significant proven experience in leading and implementing transformation effectively	E	A/I
Experience of working effectively with diverse/multiple stakeholders	E	A/I
A track record of improving organisational effectiveness through process redesign, systems improvement and change implementation	E	A/I
Experience of working with data and process design and implementing new ways of working	E	A/I

SKILLS & KNOWLEDGE & ABILITIES		
Excellent project and change management knowledge and skills	E	A/I
Strong analytical and problem-solving capability	E	A/I
Ability to work within a voluntary sector/charity context	E	A/I
Understanding of the operating conditions and challenges of Small/Medium sized voluntary sector/charity organisations	E	A/I
Strong ability to work cross-functionally and influence without direct line authority, e.g. senior leadership, clinicians, trustees, front line practitioners	E	A/I
Confidence and competent with data and process design, e.g. building simple frameworks, using case management and reporting systems	E	A/I
Ability to apply ADKAR-style change approaches sensitively and support people through change programmes	E	A/I
Strong project and organisational governance capability, including with senior leadership and trustees	E	A/I
Ability to ensure the design and implementation of transformation activity reflect EACH's purpose on specialist work with diverse communities	E	A/I
Ability to develop and deliver implementation plans with clear milestones, dependencies and deliverables	E	A/I
Excellent communication and engagement skills, written and oral	E	A/I
Competence in using project management, data systems and MS tools	E	I
Ability to align and work effectively with colleagues, other professionals and stakeholders	E	A/I
Ability to facilitate meetings, workshops and collaborative planning sessions	E	A/I
Ability to prioritise and work independently with minimal supervision while maintaining attention to detail and accountability for outcomes	E	A/I
Strong report writing and presentation skills, providing updates/briefings/information appropriate to the audience	E	A/I
Ability to capture learning, evaluate, adapt and embed new ways of working		A/I

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Other requirements		
Resilient and adaptable	E	A/ I
Collaborative and relationship and team-oriented approach	E	A/I
Ability to support the organisation in its business development and impact	E	A/I
Ability to challenge constructively and support evidence-based decision making	E	A/I
Commitment to equality, diversity and inclusion, professionalism and working within EACH's values and ethics	E	A/I