

Project Manager

Job Description

Job title:	Project Manager
Reports to:	Senior Project Manager
Responsible for:	Project Officers

SSAT

Schools can be the most inspiring communities on earth, but there can be many pressures that stifle their potential. SSAT is a membership organisation enabling ambitious schools to break through by thinking differently. We help with our knowledge of what works in schools, our world leading CPD programmes and our thriving networks of school leaders and teachers – the most extensive in the country.

At SSAT we're committed to:

- Putting customers first and knowing our members well
- A membership offer that's highly relevant and value for money for all schools
- Providing high-quality professional development programmes in areas including leadership, teaching and learning and curriculum
- Developing a high-performing, enthusiastic team who collaborate to maximise the knowledge and skills of all colleagues

To work at SSAT you should be committed to:

- Working together to achieve the organisation's objectives
- Contribute to and follow SSAT processes and systems to put our customers, schools and teachers first

The role of Project Manager

SSAT Project Managers are responsible for leading projects to ensure that they finish on time, stay within budget and meet the requirements of the business. They ensure that projects are effectively resourced and manage relationships with a wide range of people, both internally and externally. Working with colleagues throughout the organisation, Project Managers are at the heart of the organisation leading a team of people to develop and manage new and existing projects.

Key Accountabilities

- To manage a number of different projects concurrently, keeping each within specified deadlines and output requirements, including:
 - breakdown of projects into viable work units, identifying required resources and outputs
 - developing and maintaining project plans
 - managing project deliverables in line with the project plan
 - managing project scope, change control and escalating issues where necessary
 - budget creation, management and analysis
 - risk analysis
 - project documentation

- implementation of project quality assurance
- project closure and evaluation
- any further tasks required for the success of project
- To be responsible for managing and motivating all individuals working on a project ensuring tasks and deadlines are communicated clearly and delivered.
- Plan projects effectively from start to finish identifying interdependencies and milestones
- To work with the Head of Project Management and Director of Education to ensure that projects have adequate staffing as needed from across the organisation.
- To create, agree and manage budgets for projects working with SSAT staff and external parties where necessary.
- To work closely with Finance staff to ensure that all projects are operating within agreed financial parameters and protocols, and reporting on any material variances.
- To ensure that any new projects are developed in line with SSAT business planning policies.
- To work on bids and tenders as required as allocated by Head of Project Management.
- To ensure all internal and external information and reporting requirements deadlines are met.
- To build relationships and liaise with all key partners on projects, including SSAT staff, external parties and partners as required.
- To work with the Head of Marketing and Communications to ensure that all relevant marketing activity is delivered on time and that all relevant project information is shared with the marketing team in a timely manner.
- To work with SSAT Relationship Managers to ensure all relevant project information is shared in a timely manner.
- To record business information in SSAT systems of record (e.g. CRM) in line with agreed SSAT protocols.
- Undertake all line management responsibilities ensuring staff development is managed proactively.

You will have specific goals and deliverables related to your designated area and these will be identified, agreed and measured as part of the appraisal process.

Person Specification

- Experience of successfully managing projects from conception to completion and evaluation.
- Excellent IT skills including MS Office, in particular MS Excel. An awareness of CRM systems would be advantageous.
- Experience of budget setting and excellent financial monitoring skills.
- Proven experience of managing a number of projects concurrently to meet agreed deadlines.
- Exceptional organisational, attention to detail and resource planning skills are required to ensure that project resources are deployed effectively and deadlines are met to varying levels of project demand.
- Excellent people management and team working skills to ensure that the quality of outputs is of the highest possible standard.
- Ability to influence and build strong relationships at all levels both internally and externally in a collaborative and consultative style.
- Ability to persuade, influence and negotiate at all levels in an organisation and externally.
- Ability to communicate with staff at all levels in a clear, non-technical manner, including experience of writing concise reports, and making presentations.
- Proven ability to work under pressure in a busy office environment, and experience of working successfully in a changing organisation where flexibility and adaptability are essential.
- Willingness to work in a matrix project environment and to support staff flexibly by moving resources between projects as necessary.

- Strong commercial awareness, with an understanding of the need to balance commercial success with organisational values.
- An interest in education and improving the life chances of young people.
- Successful experience of line managing, motivating, and developing staff.

This job description is not exhaustive and you may be required to undertake other tasks as required.