

Project Manager Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Project Manager

Position in the Organisation

Reports to the Head of Project Management.
Member of our Project Management team.
Part of our CEO Office directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

This role provides an exciting opportunity to run a projects in one of the most dynamic and fast growing charities in the sector. This role is critical in delivering projects that will deliver our ambitious new strategy.

The Project Manager will work with the Associate Director of Strategy and Planning and Performance, other Associate Directors, Senior Managers and Project Sponsors to provide project management to a variety of strategic projects across the organisation.

The applicant will need strong project management and communications skills and experience of running projects in large organisations.

Projects will be managed in accordance with the Society's project management methodology, based on Prince2. The Society is also starting to use elements of Agile methodology in their implementation and the methodology is being updated to reflect this.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- To be responsible for the delivery of the project's aims and objectives
- To lead on the mapping of benefits realisation
- To ensure proper governance is set up for the project
- To be responsible for the quality of project management of the project
- To develop project plans encompassing work to be undertaken across the projects
- To be responsible for the day to day management of projects, allocated resources and assigned budgets
- To produce regular reports and updates on the development of the projects for senior management
- To manage communication within and about the projects, with the guidance and support of the Head of Project Management and project sponsors.
- To assess and manage risks and interdependencies across the projects, reporting resource conflicts and / or issues to the project boards and Head of Project Management as appropriate.
- To build and manage effective relationships with internal partners.
- Contribute to PMO team meetings in recommending improvements and best practise to delivering projects
- To undertake any other tasks, duties or projects commensurate with the general level of this post and as directed by the Head of Project Management and/or project sponsors.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Experience of leading Agile development sprints or good working knowledge of Agile	A/I	A/I
Experience of providing project analysis*	A/I	A/I
Working knowledge of all aspects of project life cycles	A/I	A/I
Experience of identifying and mapping benefits	A/I	A/I
Good working knowledge of computer based project management software e.g. MS Project, MS Office, etc	A/I	A/I
Proven Experience of delivering projects in complex organisations	A/I	A/I
Experience of leading and managing project / programme teams	A/I	A/I
Excellent interpersonal and written and verbal communication skills	A/I	A/I
Excellent analytical and documentation skills	A/I	A/I
Experience of working with senior members of staff to deliver projects	A/I	A/I
Good time management skills	A/I	A/I
An understanding of the needs of people with dementia and their carers *	A/I	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Able to provide sound advice and judgement based on knowledge and understanding	E	A/I
Able to give a focussed approach in solution finding under pressure	E	A/I
Able to plan, prioritise and deliver in tight timescales	E	A/I

Able to demonstrate a consistent method of working to others and to operate with confidence and integrity	E	A/I
Able to meet deadlines and manage multiple/conflicting priorities	E	A/I
Able to demonstrate alignment with the Alzheimer's Society values	E	A/I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave