



Senior Project Manager

Bristol, UK

About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

Senior Project Manager

Role content and purpose

DI's impact on development outcomes would not be possible without the work of the Programme and Project Management function. They ensure that DI's work is delivered efficiently within a specified time frame, to budget and meets strategic goals. Project managers work across all DI offices and manage the delivery of a broad range of projects, ranging from research publications, technical products and partnerships to high-profile events and operational improvements.

DI is looking for a Senior Project Manager to coordinate a consortium of nutrition and financial data experts to deliver ad hoc technical assistance to multiple countries around the world. The position would involve managing global contracts and relationships between DI and its clients, partners, suppliers and consultant experts.

The successful candidate will have a wide range of technical skills to assist in the planning, budgeting, and monitoring of a portfolio of related projects, as well as essential people management skills that ensure they can coordinate, guide, enable, motivate and communicate. They should be able to pull together and organise project resources to meet project objectives throughout its lifecycle.

Contractual details

| | |
|-------------|--|
| Start date: | As soon as possible, depending on notice period |
| Length: | Initial 1-year fixed term contract, with the possibility of extension |
| Location: | DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK. We offer hybrid working option to allow for flexibility between office and home working. |
| Salary: | Career Level 3 – £35,500–£38,500 per annum, depending on experience |
| Hours: | 35 hours a week |
| Probation: | 3 months |
| Leave: | 25 days pro rata, plus bank/public holidays |

Technical duties

- Facilitate input and gain agreement from key stakeholders on scope, schedule, budget, risk and quality for a portfolio of projects.
- Establish and maintain governance for the delivery of projects, defining clear roles, responsibilities, and accountabilities that align with organisational practice.
- Work with project members and consultants to map out project activities and dependencies, and to set timelines.

- Work with project teams to monitor and maintain a high standard of outputs that meet both DI's and the client's standards.
- Create and manage project budgets, analyse expenditure and produce reforecasts.
- Produce narrative and financial reports for clients and donors, liaising with finance and project teams for input.
- Coordinate and manage project team communication and information management.
- Identify skills and resources needed to deliver projects.
- Produce and manage resourcing plan.
- Develop and implement project controls related to scope, schedule, budget, risk and quality.
- Manage relationships relevant to own projects.
- Coordinate project travel and oversee safety and security in line with DI's travel policies.
- Aid the implementation of monitoring, evaluation, impact and learning processes across projects.
- Identify and manage risks and issues. Take action to mitigate these, escalating more complex issues to the appropriate Senior Lead for resolution as needed.
- Document lessons learnt on projects and report back to other DI staff.

Organisational responsibilities

- Implement and manage strategic projects and activities in line with DI's vision, mission, values and goals.
- Maintain effective systems, ensuring these are consistent with DI's operational requirements and policies.
- Support the East Africa Hub on implementing strategy by contributing to strategic planning and partnerships on data for inclusion workstream.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies, procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as required and be proactive.

Person specification

Experience

Essential

- At least five years' experience and demonstrated ability in managing a range of diverse projects.
- Proven track record of delivering projects to time, cost and quality.
- Experience in contract management and client/donor liaison.
- Experience of facilitating the resolution of challenging project issues.

Desirable

- Experience of working with United Nations and EU contracts, procurement methods and compliance procedures.
- Experience of working with international nutrition or data projects.

Skills & abilities

Essential

- Excellent communication skills, using a range of written and oral techniques to communicate with internal and external stakeholders.
- Ability to multi-task, working on multiple projects simultaneously and to multiple deadlines.
- Ability to understand how tasks/projects interrelate and anticipate how one action may impact another.
- Excellent organisational skills and an ability to understand and support the needs of diverse projects across an organisation.
- Ability to work under pressure yet deliver on time, maintaining attention to detail and accuracy.
- Good people management skills with the ability to enable a project team with different skillsets to meet deliverables.
- Advanced skills in MS Office.

Desirable

- French and Spanish language abilities are highly desirable.

Education

Desirable

- Project management qualification (PMD Pro, PRINCE2, PMP, or similar) is desirable but demonstrable equivalent or relevant experience will be considered.

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents before employing them to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

Working together

People are our greatest asset. You often hear it said, and at DI it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

We also offer:

UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. hybrid working, flexitime)
- Healthcare scheme with employee assistance programme

- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).

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To find out more about our work visit:

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Development Initiatives is the trading name of Development Initiatives Poverty Research Ltd, registered in England and Wales, Company No. 06368740, and DI International Ltd, registered in England and Wales, Company No. 5802543. Registered Office: First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK

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