**Job description**

**Job title: Projects Manager**

**Reporting to: Head of Content**

Business Disability Forum is the leading business membership organisation in disability inclusion. We are trusted partners, working with business, Government and disabled people to improve the life experiences of disabled employees and consumers, by removing barriers to inclusion.

* We work with over 600 members employing around 20% of the UK workforce and an estimated 8 million people worldwide.
* We advise, support and encourage businesses (many of them global) to become more disability-smart.
* We influence policymakers by representing the voice of employers, disabled employees and consumers.
* We provide evidence-based thought leadership on how business affects the lives of disabled people.
* We help effect changes in business practices, products, services and policies that positively impact the life experiences of disabled people, and also benefit business.

**Our values:**

* **Purposeful** – we are focused on removing barriers to disability inclusion.
* **Evidence-based** – we are informed and driven by unique insights from our membership.
* **Respectfu**l – we are supportive and approachable.
* **Pragmatic** – we find practical solutions that business and Government can implement.
* **Responsive** – we are constantly evolving to meet our Members’ and Partners’ needs.
* **Bold** – we are thought leaders who are not afraid to challenge.

**Job purpose:**

The Projects Manager will be part of a busy and dedicated Content Team who produce content for Business Disability Forum’s Knowledge Hub. The Projects Manager will coordinate cross-team projects, working with both internal and external stakeholders to create high quality outputs both on time and within budget. They will enable the conceptualisation, design and creation of new products and services that will enable organisations to hire and retain talented disabled employees and better serve disabled consumers.

**Key tasks and responsibilities:**

**Project management**

* Work with the wider team to identify what new products and services businesses need in order to recruit and retain disabled people and better serve disabled customers, consumers and service users.
* Inform projects by identifying and involving all project stakeholders, both internal and external, and maintaining clear and timely communications.
* Develop and maintain project plans.
* Co-ordinate project team, stakeholders, and workflows to ensure that milestones are met and projects completed within cost and quality requirements.
* Identify potential risks and obstacles, communicate with relevant stakeholders, and suggest solutions.
* Keep the project sponsor updated on project progress and flag any risks to delivery.
* Liaise with the Operations Director and their team to provide information for sponsorship proposals.
* Create and manage internal and external steering groups to provide feedback on project content and ensure that the feedback gathered is considered by the project team.
* Organise and lead post-project evaluations and ensure that lessons learned are used to inform future projects.

**Other:**

* + Build productive and professional working relationships internally with BDF staff, and externally with Members, Partners, and other stakeholders.
	+ Take part in personal continuous improvements activities as required.
	+ Update and maintain accurate records on SalesForce.
	+ Complete, agree with manager, and maintain Objectives and Key Results (OKRs) on a set company wide basis.
	+ Be familiar with, and at all times adhere to, BDF policies, procedures and values as set out in the Staff Handbook.
	+ Promote and comply with BDF policies on equality and diversity both in the delivery of services and in working relationships and treatment of others.
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

**Line management responsibilities:**

None.

**Working contacts**

**Internal**

* CEO
* Director of Legal and Content
* Head of Content
* Director of Public Policy and Research
* Operations Director
* Finance Director
* Director of Communications & Marketing
* Content & Events team
* Communications and Marketing team
* Wider BDF team.

**External**

* Members
* Partners
* SME businesses
* Third Sector/Charities

**Person specification**

We assess how candidates and post-holders meet the criteria through: application (A), interview (I) or testing (T). Adjustments will be made for all candidates throughout the recruitment process.

**Experience**

**Essential:**

* Project management of cross team multi-disciplinary projects. (A & I)
* Delivering high quality projects on time and within budget. (A & I)
* Creating digital products and services. (A & I)
* Working across teams and with a variety of internal and external stakeholders. (A & I)
* Managing internal and external steering or working groups. (A & I)
* Managing projects with small budgets. (A & I)
* Working with a Customer Relationship Management (CRM) database. (A & I)
* Working with a wide variety of people at different levels, from suppliers to CEOs. (A & I)

**Desirable:**

* Working in equality, diversity, and inclusion in a business environment. (A & I)
* Leading on sponsorship proposals and acquiring external sponsorship for projects. (A & I)

**Skills**

**Essential:**

* Knowledge of how to create accessible and inclusive digital products and services, or ability to quickly acquire this knowledge. (A & I)
* Ability to create and manage realistic project plans. (A & I)
* Excellent time management and prioritisation skills to manage competing priorities and deliver work on time. (A & I)
* Influencing skills and the ability to support and motivate others to meet project milestones and deadlines. (A & I)
* Excellent relationship-building skills with external stakeholders via a range of communication methods (A & I)
* Facilitating focus groups, interviews, and discussions to gather and disseminate specialist knowledge from stakeholders. (A & I)
* Excellent written and spoken communication skills, with the ability to present information in a clear manner appropriate to the audience. (A & I)
* Ability to break down complex information and ideas and communicate to different audiences in verbal and written form (A & I).
* Ability to be self-motivating and to take initiative whiles working as part of a team. (A & I)
* Fluent in Microsoft Office. (A & I)

**Desirable:**

* A recognised project management qualification. (A)

**Knowledge and attributes**

**Essential:**

* Knowledge of current disability, accessibility and inclusion issues. (A & I)
* Knowledge of current topical issues for businesses and business management. (A & I)
* Enthusiasm to learn and develop, both individually and as part of the organisation. (A & I)
* Motivated, hardworking, and able to effectively manage cross-team projects. (A & I)
* Proactive problem solver who is focussed on finding the best solution for the customer. (A & I)
* Demonstrates strong teamwork skills, fostering a friendly, supportive and collaborative approach to work (A & I)
* In agreement with BDF’s mission and supportive of BDF’s values. (A & I)

**Equal opportunities**

We are committed to becoming disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. **When we are recruiting, disabled candidates who meet all of the essential criteria will be offered an interview.**

**General terms and conditions of employment**

**Based:**

We are a hybrid workforce, with the majority of staff coming into the office one day per week to work with the team. We are happy to discuss flexible working options with suitable candidates. The office is based at Dowgate Hill House, 14-16 Dowgate Hill, London, EC4R 2SU.

**Hours:**

9am to 5pm, 3 days or 21 hours per week, with occasional out of hours work.

**Length of contract:**

Permanent

**Salary:**

FTE £39,000pa

**Probationary period:**

Six months.

**Annual leave:**

Full time equivalent is 25 days per annum plus statutory and bank holidays (usually 33 days in total). This is prorated down using the employees contractual hours as a proportion of the full time equivalent (35 hours) and then adapted to employees normal working patterns to account for public holidays taken.

**After 3 months:**

* Workplace Pension Scheme 8% of gross salary.

**After passing probation months:**

* Permanent Health Insurance.
* Group Death in Service (Life Assurance 3 x Annual Salary).
* Private Medical Insurance Scheme, or
* Private Medical Cashback Scheme.
* Employee Assistance Programme.

**Accessibility statement**

Business Disability Forum is committed to ensuring that all its information, products and services are as accessible as possible to everyone.

If you wish to discuss anything in regards to accessibility or if you require alternative formats, please contact Barnaby Powell:

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