

# **Engage Britain**

**Project Manager Application  
Pack**

**Job Ref: EBPM007**

Dear Applicant,

We are delighted that you are interested in joining Engage Britain. This is an exciting charity with funding to allow us to plan over a five-to-ten-year period.

We are building up our team and have already made appointments in various areas including communications, digital, projects and operations and are now looking for an exceptional Project Manager to join us.

Engage Britain has been set up to bring together people from across the country to find ways forward on the biggest challenges we face; challenges that affect everyone. We know that things like access to health and care services, how we recover from the effects of Covid-19 and ensuring opportunities for families living in poverty are hugely important, and that issues like immigration may split opinions. Sometimes challenges of this scale feel unsolvable; too big or too divisive to tackle. But we think the opposite. We believe that the people of Britain can and will come up with ways forward, by working together, trusting each other and learning from others.

Engage Britain will bring people together to share their skills, knowledge and experiences, and find answers to these challenges. But we won't stop there. We'll then work with people – communities, citizens, practitioners, politicians – to make these ideas happen. Ultimately, our ambition is to make Britain a better place for us all to live.

We are a flexible employer and welcome applications from candidates who might want to work flexibly. We are particularly interested in hearing from candidates who are based across the UK.

If, having considered this brief, you believe you have the skills and qualities we are looking for, we very much look forward to hearing from you.

**Julian McCrae**  
**Director**



# About Engage Britain

## Our approach

Engage Britain will put people at the heart of policy development, ensuring that those who are affected by policies can contribute their knowledge and experiences to their creation. Great ideas come from combining our different views, knowledge and experiences, so we'll bring people together to talk and listen. Where voices have been excluded or unheard, we'll make sure we're all equally involved in finding answers. Where the problem is rooted in our differences of opinion, we'll work together to build on the things we agree on.

As ideas emerge, we will test these ideas, learn from and re-test them until everyone is confident they will make a positive difference. And then we'll work together – with citizens, practitioners, communities and politicians – to make them happen and use them to improve people's lives.

Our differences are not something to be feared; our differences will enable us to create imaginative, practical and radical answers to the problems our country faces.

## Our work

How we approach the challenges our country faces needs to change – and fast. We believe that the people of Britain hold the answers. In local communities across our country, people are already providing radical, simple answers to tackle seemingly impossible problems. We need to transfer this energy and ingenuity to tackling the challenges facing the entire nation. The people of Britain understand the challenges we all have, and great ideas come from combining our different views, knowledge and experiences. By working with and learning from each other, we can together develop new solutions to our greatest challenges and make Britain a better place for us all to live.

In 2020, Engage Britain will start work on our first challenge. 'Health and care' has been identified as the top challenge facing the country through work Engage Britain has done with a variety of audiences. Our success will depend on those directly affected by the issues being central to our work. We will work in partnership with service users and practitioners, and with think tanks, advocacy organisations, academics and others in the health and care sector. At each stage of the project we will test emerging solutions with members of the public, practitioners, experts, politicians and policy-makers, so we ensure that they have mass appeal, are practical, implementable, affordable, and have political traction.

## Our vision

Within three years, Engage Britain will:

- Have proved the power of a new approach to policy making, with people engaging with each other to develop ways forward
- Have developed credible and inclusive ways forward, and have worked with others – whether charities, practitioners or the public – to bring them about
- Be at the centre of a network drawn from every level of society – people who share an interest in making Britain a better place for us all to live

## Find out more

You can find out more about us at <https://engagebritain.org/>

# Role profile

We are looking for a Project Manager, who will work closely with the Programme Director and the wider organisation to coordinate and implement our health and care project and the work we deliver on subsequent challenges. You will play a key role in ensuring that we deliver an exceptional project that breaks new ground in terms of involving people in shaping national policy, and addressing a key challenge facing our country.

## Job Description

### Working with delivery partners

The project will be implemented through a number of delivery partners. Engage Britain will work proactively alongside the delivery partners throughout the project so we build relationships with stakeholders and participants, and develop our organisational knowledge and experience.

- Research potential delivery partners and build connections with them to help co-design the project
- Manage the procurement exercise for delivery partners, including agreeing deliverables, KPIs, and monitoring arrangements
- Manage delivery partners' contracts and the regular schedule of project meetings
- Monitor progress against delivery milestones and project performance, making adjustments in agreement with Project Director and delivery partners as necessary
- Be the first point of contact for delivery partners throughout the project.

### Partnerships, outreach, and advocacy

- Working with the Partnerships Manager, research potential community partner organisations, practitioner networks and user groups to work with us on the health and care project, and build relationships with them
- Work with partner organisations on project development and implementation, ensuring that participating is beneficial for them, and enables us to deliver a successful project
- Ensure that taking part in Engage Britain's work brings value to participants throughout and beyond the life of the project, and that that they can engage in ways that suit them at different points in the process
- Working with a delivery partner, ensure that we support participants and organisational partners to advocate for the solutions that they will be co-designing through the project.

### Project management

- Develop, implement and monitor a detailed project plan to meet our objectives
- Manage project budget based on project scope and deliverables, tracking costs and managing resources effectively
- Provide regular project updates on delivery, risks, adjustments, and progress
- Hold the different project elements together and ensure that each phase feeds into, and dovetails with, the next.

## Collaborating across Engage Britain

As the Project Manager, you will work with team members across Engage Britain in support of the project design and delivery, and ensure that all input is coordinated effectively including:

- Communicating project messages to audiences effectively
- Ensuring that the digital solutions for people to engage with the project are fit for purpose
- Building strong partnerships with external organisations.

*This job description is a broad summary of the role; it does not cover every task which may arise within the post at various times. The postholder will be expected to work flexibly and carry out other duties as required from time to time. The role will also entail some travel, within the UK.*

## **Person Specification**

Please note that we expect candidates to demonstrate some, but not all, of the below capabilities:

### **Experience and Knowledge**

- Strong track record of project management, including running complex, fast-paced projects, ideally in a start-up environment or in a public policy context
- Experience of procurement, researching potential suppliers and managing ongoing work with delivery organisations
- Proven experience of building partnerships with external organisations to deliver a successful project, including sector stakeholders, practitioners and service providers, ideally in a health and care context
- Knowledge of health and care sector, including key stakeholders and how to engage with practitioners
- Experience of working directly with grassroots community organisations on community engagement and participation
- Understanding of deliberative and co-design methods.

### **Skills**

- Organisational skills, and the ability to manage a project to ensure that it remains on budget, on-time and is objective-driven
- Proven ability to solve and work through challenging problems and issues
- Ability to build effective relationships with a broad spectrum of delivery organisations and partners, and manage these relationships
- Demonstrable innovation and entrepreneurial skills leading to new and innovative ways of working
- Ability to work as part of a flexible and diverse team as well as individually
- A self-starter who enjoys taking the initiative and being given responsibility
- Excellent communication skills, including written and presentation skills, and the ability to adapt style and tone for different audiences.

## **Behavioural**

- Ability to innovate and develop creative solutions
- Embraces an open culture and communicates well internally and externally
- Willingness to develop an active interest and get involved in wider organisational activities
- Team player and a keenness to get involved at all levels
- Natural interest in and empathy with people from a range of backgrounds
- Ability to work in a fast-paced changing environment
- Demonstrable passion and commitment to Engage Britain's mission and values.

## Further information

<b>Who can apply:</b>	Applicants must be able to and be entitled to work in the UK and either i) be from the EU or European Economic Area (EEA) and have an entitlement to work in the UK or ii) already hold a relevant work visa
<b>Key dates:</b>	Closing date: Thursday 24 September 2020, 09:00 BST Interviews: early-mid October (these include first and potential second interviews)
<b>Start dates:</b>	The start date will be as soon as possible following any notice period
<b>Terms:</b>	The successful candidate will join on a permanent contract subject to a three-month probationary period
<b>Salary:</b>	The salary will be up to £45,000 FTE and will be dependent on experience
<b>Benefits:</b>	Engage Britain has a pension scheme which you will be auto enrolled onto when you start your employment with the company. The contribution is a minimum 5% from employees and a fixed 5% from the employer
<b>Working hours:</b>	Standard working hours are Monday-Friday (09:00-17:30) 37.5 hours a week. However, you will on occasion be required to work outside of these hours  Engage Britain also welcomes applications from candidates who may wish to work part-time or flexible hours
<b>Location:</b>	We welcome applications from candidates based across the country. Our office is in London and we are open to a flexible location arrangement
<b>Annual leave:</b>	Annual leave is 30 days in addition to the usual bank holidays. Annual leave and bank holidays will be pro-rated for non-full-time posts
<b>Equal opportunities:</b>	Engage Britain is committed to ensuring that all job applicants and employees are treated equally and fairly. We also welcome and encourage applications from a range of backgrounds  Engage Britain collects equal opportunities monitoring information with applications. This information is anonymised and is only for monitoring purposes
<b>How to apply:</b>	To apply for this role please <a href="#">click here</a> . You will be taken to the beapplied online recruitment platform to complete your application. The system will also ask for you to attach your CV (please do not send CVs separately)

**Contact details:**

If you have any further questions about the role, please email: [recruitment@engagebritain.org](mailto:recruitment@engagebritain.org) and a member of staff will be in touch