



Project Manager

Job Description & Personal Specification

August 2022

Project Manager



Key information

- Permanent role
- Deadline for applications: **Monday 5th September at 9am**
- Short (15 min) telephone interviews anticipated to take place: **Monday 12th and Tuesday 13th September**
- 1hr task to be undertaken over the weekend of **Saturday 17th and Sunday 18th September**
- 1hr interview anticipated to take place over Microsoft Teams: **Monday 19th and Tuesday 20th September**
- Salary band: **£30,000 - £35,000**

About Renaisi

Our mission is to create the conditions for strong, inclusive communities to thrive by doing three complementary things:

1. Supporting people to learn, work and connect with their community.
2. Helping organisations across the UK to understand their impact on communities.
3. Exploring the question: **what does it take to improve a place?**

Renaisi is unique as we combine consultancy work with frontline service delivery. We're constantly learning from the different perspectives we see from working directly with communities, and from supporting social organisations, charities and institutions to deliver greater impact. This makes Renaisi a uniquely well-rounded and exciting place to work.

Find out more about Renaisi at www.renaisi.com

Why join us?

We're a company with a clear social purpose. We're proud of the impact and change we have fostered locally and nationally in the last 22 years.

As a social enterprise, we **value strengths** rather than picking at weaknesses, and we **make time** to understand and hear people. When it comes to taking responsibility for our work and our mission, we



own it, and when it comes to how we approach learning, challenges and the issues we engage: we are constantly **curious**. **These values reflect how we behave and our work.**

Our employee benefits



We offer **25 days of annual leave per year**, plus statutory and public holidays. After each year of service, you accrue an additional day of annual leave, up to a maximum of five. We also offer **five corporate social responsibility days** a year which you can use to volunteer at a charity or provide evaluation support to an organisation.



We support your travel through our cycle-to-work scheme, and interest free season ticket loans to permanent members of staff (after 3 months of service).



We support your family with our enhanced maternity, paternity and adoption pay offer



We support your wellbeing through resources and information in our Wellbeing Pack, leading initiatives through our internal Wellbeing Team, and support from our internal Mental Health First Aiders. We also have an **Employee Assistance Programme**, which is a confidential employee benefit designed to help you deal with personal and professional problems.



We help you grow by offering a range of learning and development opportunities, including **in-house training**, with previous sessions including project management, qualitative analysis, report writing, pitching for new work, and bid writing. We also hold regular Lunch & Learn sessions to promote **peer-to-peer learning**. Where necessary, we also offer **external training opportunities**.



We offer the opportunity to get involved with **our internal initiatives groups**, which focus on driving change across Sustainability, Equal Opportunities and Wellbeing. We also host annual Company Away days, which is a chance for the entire company to come together, share information and learn.



We are a member of the **NEST pension scheme** and you will be automatically enrolled into this scheme, subject to eligibility.



We offer additional benefits of a free annual eye test, and free fruit, coffee and tea in all of our offices.

Are you interested in joining our Consultancy Team?

We're looking for a Research and Evaluation Project Manager to join our busy and dynamic Consultancy Team.

We will offer you varied experience and the opportunity to try out lots of different areas of work – a great opportunity to gain a valuable skill-set in research and evaluation as well as build your knowledge of the non-profit sector.

What does the Consultancy Team do and who do we work with?

Our Consultancy Team has an excellent reputation in the social sector. The projects we deliver are diverse in their size and scale, but fall into three main categories:

- **Evaluation:** supporting organisations to help them understand their impact and assess where value is created. We are also experienced in more developmental approaches to evaluation, helping organisations learn and adapt in real time
- **Social research:** exploring particular issues in greater depth working with more marginalised groups
- **Learning partnerships:** supporting organisations with a more structural learning approach tailored to their context and culture. This can include long-term relationships over a number of years, as well as shorter more strategic advice.

We also have a track record of engaging in large, complex programmes of change in places.

Our clients are charities, public services, local government and funders. Current and recent examples include The National Lottery Community Fund, Paul Hamlyn Foundation, Power to Change, The Reading Agency, IntoUniversity, The Access Project, the Cares Family, The National Lottery Heritage Fund, Defra, The Prince's Trust, and the London Borough of Hackney.

We work across a large number of policy areas, but have developed particular expertise in the youth sector, with older people, vulnerable families, the arts and culture sector, and place-based approaches.

What will it be like working in this role?

As a Project Manager in the Consultancy Team you will manage a variety of projects, mostly research or evaluation-related but with the opportunity to gain some experience across different teams in our organisation. Some of your projects will be internal, to help with Renaisi's own development, but most will be external-facing with our client organisations.

Our project managers are responsible for the day-to-day project management of some of our smaller client commissions, and also play a role in supporting Senior Project Managers on our medium sized and larger projects. You will oversee the performance of the contract, manage project officers working on the project, be the main point of contact with clients and manage the budget and project team resourcing effectively.

You will have expertise in designing and delivering qualitative and quantitative research and analysis. We will match you with projects based on your skills and experience, and as far as possible with areas that

interest you or will benefit your professional development. We can't predict what types of client projects you might be working on in the future, but they are guaranteed to involve interesting social issues and an insight into how different organisations work.

Examples of current/previous client projects include:

- Conducting an evaluation of a charity tackling older people's loneliness
- Managing a government funded social research piece on supporting access to the natural environment for those at risk of poor mental health
- Creating a new Theory of Change for a charity that supports single parents
- Supporting funders to understand the impact of their work with grantees
- Evaluating Renaisi's own employment services

Project Managers also play a key role in business development by contributing to proposal writing, and attending pitches. They also contribute to cross-organisational learning and working, and supporting other members of the team to develop their skills.

This is an excellent opportunity for someone who is driven and would like the chance to develop both themselves and the organisation.

About you

Most of all we are looking for someone who will be a great fit for our team. You will need to:

- Be a "people-person" who shares our values
- Be self-motivated and able to act on your own initiative
- Have high attention to detail and accuracy
- Always looking for opportunities to add value beyond immediate delivery requirements
- Have an interest in, and flexibility to, work across different projects and sectors
- Organised and able to confidently manage multiple projects at the same time.
- Able to communicate confidently to a range of audiences

You will also have some relevant skills and experience, across both qualitative and quantitative methods. For example, experience of undertaking qualitative research such as telephone interviews, fieldwork visits and focus groups alongside quantitative research such as descriptive and inferential analysis of survey data. You may have gained this experience in an academic, professional or voluntary context. We are looking for people who want to make a difference to communities and places with meaningful research and consultancy projects. We're passionate about that and you'll need to be too!

Examples of relevant experience includes some of the following:

- Experience working with communities or people from diverse backgrounds
- Research skills, including the ability to rapidly digest information and make sense of complex problems

- Experience of doing or participating in evaluations or other types of research
- Experience of managing multiple projects at the same time
- Excellent writing skills (either academic or professional)

Summary of the role

Job Title	Research and Evaluation Project Manager
Function of the post	To support the work of the growing and busy Consultancy team at Renaisi by managing a range of client projects and undertaking internal work.
Accountable to	Senior Project Manager
Direct reports	Line management of more junior staff in the Consultancy Team
Internal relationships	Close working with Senior Project Managers, other Project Managers and project officers.
External relationships	Clients that have commissioned Renaisi, partners and associates, members of the public
Location	Unit 3, 290 Mare Street, London, E8 1HE (May be required to work from other Renaisi or client offices around the UK with travel costs outside of your usual travel to work covered) Our office is open for staff to work from and we are currently offering a mix of home and office working.
Salary	£30,000-£35,000 per annum: Salary will depend on experience and qualifications.
Hours of Work	35 hours per week, 9am to 5pm but flexibility is required.
Length of contract	This is a permanent position. The probation period is six months.
DBS Check	You will be required to undertake an enhanced DBS check for this position which the company will pay for
Terms & Conditions	A staff handbook will be issued to the successful candidate with their offer letter.

Job description – what the role involves

Duties and responsibilities

The role is incredibly varied, suiting driven individuals and giving them a chance to develop both themselves and the organisation. The main responsibility of the Project Manager is managing evaluation and learning projects through the full project cycle, from evaluation design, to data collection and analysis, through to developing conclusions and recommendations. The role includes:

Project Management

- Project managing small research and evaluation projects for external clients or internally at Renaisi
- Project managing strands of a larger project for external clients or internally at Renaisi
- Responsibility for adhering to agreed budgets, resource plans and timelines, meeting project milestones, and managing the work of the project team, sub-contractors and partners

Conducting Research and Analysis

- Designing and implementing high quality research, analysis and evaluation methodologies for small projects. This might include: designing discussion guides; conducting interviews in person or over the phone; setting up and running surveys; facilitating focus groups and workshops; and recruiting participants
- Managing research strands of projects
- Managing robust and imaginative analysis of qualitative and quantitative data to create insight for Renaisi and our clients.
- Ensuring ethical approaches are used in all of our research.

Business development work

- Preparing and contributing to proposals for new client commissions as part of a wider team.
- Supporting pitch presentations for new client commissions.

Supporting clients

- Drafting accessible and concise reporting outputs of evaluation findings, in Word and PowerPoint
- Presentation of findings to clients and stakeholders
- Maintaining strong client relationships for commissioned work, ensuring that communication is regular, proactive and respects client confidentiality.
- Attending client meetings as necessary and being prepared to attend evening and weekend meetings and events as required.

Team Management

- Line management of junior staff within the consultancy team
- Establishing and maintaining effective working relationships with colleagues at all levels
- Leading on recruitment of junior staff, with support from Team Manager

Company

- Contribute to organisational learning, for example through internal initiatives such as sustainability and equal opportunities, internal evaluation or equitable evaluation
- Promoting the image of Renaisi, which may include attending conferences, training, exhibitions and other events and preparing publicity material.
- Promote equal opportunities and cultural development
- Carry out all duties in accordance with Renaisi's Equal Opportunities Policy

Notes

1. In addition to the above, you may be required to carry out any other duties required to ensure the implementation of the programmes and projects or other areas of work for which the Company is responsible.
2. This list is not to be regarded as exclusive or exhaustive. Any additions or alterations will be put in writing by the Chief Executive or a Company Director.

Person Specification – your skills, knowledge and experience

Research and Evaluation Manager	(E) = Essential (D) = Desirable
1. Values and equalities	
Proven and demonstrable commitment to the principles and practice of equal opportunities in employment, and ability to promote the Company's Equal Opportunities Policies	E
Identify with the values and ethos of Renaisi	E
2. Experience	
Minimum of three years of experience of social research and evaluation in an applied setting	E
Designing and managing small projects effectively through the full life cycle of proposal, implementation, delivery, completion and post-project review	E
Designing and delivering research and evaluation projects within a strong ethical framework	E
Line managing junior colleagues, and supporting them with their progression and development	D
3. Knowledge	
Good knowledge of the issues affecting the communities and organisations that Renaisi works with	E
Knowledge and expertise of research and evaluation methods and analysis, including both qualitative and quantitative methods	E
Knowledge of different evidentiary quality levels, and the trade-offs required in delivering practical and robust research for charities, social enterprises and the local public sector	D
Interests in one or more of the following areas: <ul style="list-style-type: none"> - Employment and skills - Public health - Youth sector 	E

<ul style="list-style-type: none"> - Education - Families and carers - Community engagement - Arts and culture 	
4. Attributes	
Prioritising, planning and managing multiple tasks	E
Managing project teams and maintaining positive working relationships with other staff.	E
Communicating highly effectively, both orally (presentations, client meetings, telephone) and in writing (reports, PowerPoint slides, blogs)	E
High quality analytical skills involving a high attention to detail and accuracy.	E
Confidence to liaise and negotiate with clients in person and via email / telephone	E
Being interpersonal and empathetic	E
Self-motivated and able to act on own initiative	E
A high attention to detail and accuracy	E
Ability to work with diverse groups – including vulnerable participants in research and evaluation	D
Interest in and flexibility to work across different projects and sectors	D
5. Qualifications	
A-Level or equivalent qualifications in subjects that include research, numeracy and/or writing skills	E
An undergraduate degree in any Social Science, Science, Humanities or Business subject is desirable but not essential if you have other professional or voluntary experience	D
Professional qualifications in any discipline that includes numeracy, writing skills and/or oral communication/presentation skills is desirable but not essential if you have other academic or voluntary experience	D