# Bath_Mind_Logo_RGB

# Job Specification

**Job Title Project Mobilisation Lead**

**Reports to Director of Operations**

**Contract type** **2 Year Fixed-Term**

**Hours of work 28hrs Monday - Friday**

**Salary** **£33,150**

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community. Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 4,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**About Bath Mind’s Project Management**

At Bath Mind we pride ourselves on continuous evolution. The driving force behind our growth and development is the presence a skilled and dedicated staff team and enthusiastic managers. We’re searching for a highly skilled Project Manager. The ideal candidate will have project management experience as well as strong work planning, development and progress oversight skills. They will be expected to prepare and present progress updates on a regular basis, ensuring innovation and great results are achieved.

**Overall Responsibilities**

* Build and develop the project to ensure maximum performance, providing purpose, direction, and motivation
* Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk identification and mitigation
* To coordinate internal and external resources, ensuring projects remain within scope, on schedule, and within defined budgets, in collaboration with managers and the senior leadership team.
* Analyse project progress and, when necessary, adapt scope, timelines, and costs to ensure that project adheres to project requirements.
* Establish and maintain strong and positive relationships with appropriate stakeholders, providing day-to-day contact on project status and changes
* Utilising influencing skills to develop and enhance stakeholder relationships to improve Bath Mind’s access to assets.
* To perform any other tasks which are reasonable requests that may be made by your line manager

**Communication Responsibilities**

* To adopt a team approach and be a proactive team member
* To be non-judgemental and empathetic
* To adhere to the policy of confidentiality and sharing of information
* To be non-discriminatory
* To promote positive perceptions of Bath Mind at all times
* To liaise with users of Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers of Bath Mind
* To attend supervision, appraisals and team meetings
* To attend training and relevant courses for professional development

**Specific Responsibilities**

* Scoping project locations, develop high level risks and mitigations proposals
* Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, and assessing and managing risk within, and across, projects
* Have a clear eye on overall progress
* Develop and maintain partnerships with outside resources including third-party vendors
* Monitor and assign resources appropriately to streamline project efficiency and maximise deliverable outputs
* Report project outcomes and/or risks to the appropriate channels as needed escalating issues as necessary based on project work plans
* Work with service teams to agree refurnish plans and fit outs

**Benefits**

25 day’s holiday per year (pro rata) + Public and Bank Holidays

Flexitime arrangements

Employee Assistance Programme

Workplace Pension Scheme

Free membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

Eligibility for charity discount via Blue Light Card

**Person Specification**

**Essential Criteria**

* Experience of working in a project management role and clear evidence of successful project delivery and implementing change
* Educated to master’s level or equivalent
* Demonstrable experience (minimum of 3 years’ experience) of mobilising projects
* Good knowledge and understanding of techniques for project planning, principles and monitoring, experience of developing project plans, reporting criteria, establishing action logs
* Proven success working with all levels of management
* Experience of working collaboratively with a variety of stakeholders and multidisciplinary teams
* Demonstratable influencing skills with external and internal partners
* Excellent organisational and communication skills
* Ability to present quality information and analysis for stakeholders including reporting requirements and risk management
* A flexible approach and able to work autonomously and as part of a team
* A clear understanding of confidentiality requirements
* Excellent verbal and written communication skills
* Confident IT literacy – Microsoft Office, Excel and social media
* Reliable and self-motivated with the ability to work on own initiative, be proactive and flexible to suit case load
* An effective team member
* A commitment to professional development
* A clear understanding of equal opportunities

**Desirable Criteria**

* Experience of working within the voluntary sector
* Mental Health First Aid certificate