

Senior Project Manager (EDI)

Duration:	Fixed Term contract (to end 2025)
Salary:	£51,500 per annum
Job Level:	Level 3
Hours:	35 hours per week
Disclosure Level:	Basic. This role involves no direct or indirect work with children
Team:	Project Manager
Reports to:	Head of Project Management Office
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ OR

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The role of Senior Project Manager (EDI) sits in the Project Management Office (PMO) which is part of the Strategy function. It has a dotted management line to the Head of Marketing Delivery within the Marketing function.

UNICEF UK's Strategy function is home to the Knowledge and Insight, Strategic Planning, Strategic Communications and Project Management Office teams, sitting within the Chief Strategic Development Officer's Directorate. This team cuts across the whole organisation guiding, coordinating and facilitating teams achieving their objectives.

With a clear mandate to deliver an extraordinary provision in: insight, strategic planning and communications, facilitation, project management and critical thinking—this team is pivotal to the organisation's decision making and success.

UNICEF UK's Equity Diversity and Inclusion (EDI) Programme

UNICEF UK's new Equity, Diversity, and Inclusion (EDI) Strategy has been developed off the back of the organisation's first ever Diversity & Inclusion Strategy 2020-2023 and our overarching organisational strategy 2023-2026. A programme of work has been developed to bring about internal cultural and behavioural change across three areas.

Power: How we re-distribute power and use it responsibly in our decision-making, priorities, resourcing and relationships.

Culture: Why UNICEF UK does things the way it does them, the beliefs, values, norms, behaviours and symbols that signal what's acceptable/unacceptable.

Accountability: How we hold ourselves and others to account for what we stand for. The values we uphold and the behaviours we challenge, because what we permit, we promote.

ABOUT THE ROLE

The Senior Project Manager (EDI) will be responsible for managing the many workstreams which span this extensive programme of work, ensuring intended benefits are delivered as agreed. In the first instance, this role will focus on overseeing our work on anti-racism which is already underway.

What we will expect you to achieve

- Design, implement and maintain effective programme governance structures.
- Provide strategic advice on anti-racism related matters, drawing on innovative approaches, experimentation, and learning.
- Develop strong relationships with colleagues at all levels of the organisation including the Staff Association and other colleague networks to support the delivery and embedding of this work.
- Collaborate with internal and external subject matter experts to support the delivery team on the use of the EDI principles and the delivery of the key outcomes and outputs.
- Advise and support the programme to create a change management and learning journey for all colleagues.
- Personally lead change by role modelling anti-racist behaviours.
- Programme budget forecasting, reforecasting tracking and reporting
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Efficiency and effectiveness

- Manages multiple projects and conflicting priorities, effectively allocating suitable time and resources to ensure objectives are achieved. Systematically plans projects and programmes to maximise performance and cost-effectiveness, anticipates risk and put plans in place to mitigate. Responds creatively to resourcing issues to get things done in challenging and changing circumstances. Champions best practice delivery processes.
- Strong organisational skills including attention to detail. Views challenges holistically and makes strategic decisions based on the bigger picture, while holding a good understanding of the detail.
- Gains commitment from other teams, agencies, and stakeholders. Problem solves and improves existing work processes. Handles conflicting demands by prioritising and identifying problems in advance; achieves good quality output with meticulous attention to detail.

Collaboration

- Works effectively across the organisation, collaborating with key teams and projects. Consults others and share expertise, know-how and ideas with colleagues for best results. Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge.
- Nurtures professional relationships with colleagues and with external contacts and partners to support the achievement of objectives. Reflects on own thoughts, feelings and actions and is aware of own impact on relationships.
- Proactive, assertive and self-motivating team player, effectively challenges and influencing ways of working, assumptions and decision-making.

Communication

- Presents complex and difficult messages clearly and with impact, using a variety of methods to engage an audience and win understanding and support.
- Uses a range of approaches to gain commitment, tailoring information in terms of content and format. Negotiates with resolve and diplomacy.

Anti-racist behaviours

- Proactively amplifies the voices of colleagues from the global majority
- Challenges everyday racism sensitively and tactfully
- Calls out micro aggressions and challenges stereotypes confidently and sensitively
- Understands privilege and how it can be used to effect change
- Proactively promotes diversity and inclusion
- Demonstrably part of the coalition for change

Relevant experience

- Managing complex and large scale cultural and behavioural change programmes in a complex, comparable organisation.

Specific knowledge and skills

Highly knowledgeable and experienced in:

- Emergent change theories and methodologies
- Project and Programme management methodologies