PROJECT MANAGER

Duration:	Fixed Term (12 months)
Salary:	Circa £48,000 per annum
Job Level:	Level 4
Hours:	35 hours per week. Other flexible arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children.
Reports to:	Head of Project Management Office
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we work 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 Strategic Portfolio Management Office (PMO) sits within the Strategy Department and exists to help UNICEF UK deliver its strategic objectives through stronger portfolio oversight, strategic delivery, governance, financial oversight, audit and assurance, and standardisation.

The PMO is the organisational centre of excellence for strategic portfolio management and delivery discipline, working across directorates to improve prioritisation, visibility, governance, sequencing and accountability across strategic portfolio initiatives.

The project delivery function sits within the PMO supporting commissioning, prioritisation, planning, dependency management, risk management, reporting and portfolio visibility. It works closely with stakeholders across the organisation to support evidence-based decisions and coordinated delivery.

ABOUT THE ROLE

Operating across organisational boundaries, the Project Manager will work closely with senior leaders, project sponsors, subject matter experts and delivery teams to create clarity, build alignment and maintain momentum.

They will provide constructive challenge and expert project leadership, ensuring that projects remain focused on their intended outcomes while responding effectively to changing organisational priorities and emerging risks.

The role requires more than effective project coordination. The Project Manager will actively shape delivery approaches, support informed decision-making and ensure that the organisational, people, process and impact of change are understood and effectively managed.

The Project Manager can expect to work in a collaborative and supportive manner with colleagues across all areas of the business, maintaining a high standard of project delivery.

What we will expect you to achieve

- Manage high value strategic programmes and projects through all stages of the project life cycle. Ensure all projects are delivered on time, within scope and budget, using robust

project management approaches and tools, whilst demonstrating comprehensive project governance.
- Ensure projects are delivered effectively within agreed time, cost and scope parameters while maintaining a strong focus on strategic outcomes, organisational value and benefits.
- Translate strategy into executable delivery. Work with project sponsors and senior stakeholders to translate strategic priorities into clear, achievable delivery plans.
- Provide strong governance and delivery control. Establish proportionate governance and robust project controls covering planning, resources, budgets, risks, issues, dependencies, assumptions, decisions and change control.
- Take ownership of financial management across assigned initiatives, including budget management, forecasting, cost control and benefits realisation, ensuring investment decisions are supported by accurate financial and performance information.
- Undertake project health checks, assurance reviews and stage-gate assessments to provide independent confidence in project performance, governance and delivery capability. Ensure assurance findings are translated into measurable improvements and that agreed actions are implemented and tracked through to completion.
- Ensure the people aspects of change are embedded by developing and implementing effective change management, communication, engagement, readiness and adoption strategies that ensure new ways of working are successfully embedded and sustainable benefits are realised.
- Provide clear, evidence-based reporting that enables sponsors and governance forums to understand delivery confidence, emerging challenges, key decisions and required interventions.
- Escalate issues appropriately and provide recommendations and options rather than simply reporting problems.
- Effectively manage and communicate with internal and external stakeholders. Establish and maintain positive relationships with colleagues and teams across the organisation.
- Track, monitor and report on project performance and activity, specifically to analyse the progress and successful completion of short and long-term goals.
- Contribute to the success of the Portfolio Management Office by promoting the work of the team across the organisation, adding value and expertise by contributing to the development and implementation of best-practice project management standards across the organisation.
- Ensure effective evaluations and lessons learned provisions are in place throughout each programme or project.
- Develop and maintain integrated delivery plans, governance documentation and management controls, including project plans, budgets, resource plans, RAID logs, dependency maps, benefits plans and executive reporting, ensuring information is accurate, evidence-based and decision-ready.
- 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

- Demonstrates a commitment to children's rights and UNICEF UK's mission, ensuring project activities and outcomes contribute to positive and sustainable impact for children.
- Consistently applies UNICEF UK's values and behaviours, ensuring project objectives and decisions align with organisational priorities.
- Considers the needs of supporters, beneficiaries and stakeholders when planning and delivering projects.
- Maintains a focus on delivering outcomes that provide value to UNICEF UK and support organisational objectives.

Collaboration

- Builds positive and productive working relationships across teams and functions to support successful project delivery.
- Works collaboratively with stakeholders, sharing knowledge, expertise and insights to inform decision-making and achieve project objectives.
- Values diverse perspectives and contributions, encouraging inclusive ways of working that strengthen planning, problem-solving and delivery.
- Effectively engages stakeholders at different levels, managing expectations and balancing competing priorities to support project outcomes.

Communication

- Communicates project information clearly, concisely and confidently to a range of audiences.
- Produces high-quality written and verbal communications, presenting project updates, risks, issues and recommendations effectively.
- Adapts communication style and approach to meet the needs of different stakeholders, ensuring understanding and engagement.
- Facilitates project discussions, meetings and workshops to support planning, decision-making and progress.
- Maintains timely and accurate reporting to keep stakeholders informed and support effective governance.

Planning, Delivery and Performance

- Takes responsibility for delivering projects from initiation through to implementation and closure, ensuring agreed objectives are achieved.
- Develops and maintains project plans, schedules, budgets and governance arrangements to support delivery within agreed timescales, costs and quality standards.
- Coordinates resources, activities and dependencies effectively, managing competing priorities to maintain project progress.
- Identifies, assesses and manages project risks, issues and assumptions, implementing appropriate mitigations and escalating where required.
- Uses project reporting and performance measures to monitor progress, identify areas for improvement and support informed decision-making.
- Maintains focus on achieving agreed outcomes and benefits, ensuring projects deliver value for the organisation and its supporters.
- Contributes to continuous improvement by identifying opportunities to enhance processes, delivery approaches and ways of working.

Resilience and Adaptability

- Remains calm, professional and focused when managing changing priorities, competing demands and project challenges.
- Demonstrates resilience and determination in overcoming obstacles and maintaining delivery momentum.
- Takes a proactive and solution-focused approach to resolving issues and addressing emerging risks.
- Adapts plans and approaches in response to changing circumstances while maintaining focus on project objectives and outcomes.
- Learns from experience and feedback, applying lessons learned to improve future delivery.

Governance, Risk & Assurance

- Applies agreed governance processes and project controls effectively, ensuring compliance, transparency and appropriate assurance throughout the project lifecycle.
- Identifies, assesses and manages project risks, issues, assumptions and dependencies, taking timely action and escalating where appropriate to support successful delivery.
- Maintains accurate and timely project reporting, providing stakeholders with clear information on progress, risks, issues and key decisions.
- Supports a culture of accountability and evidence-based decision-making by ensuring project documentation, decisions and actions are recorded and managed appropriately.
- Monitors and reports on project performance, benefits, risks and delivery milestones, supporting effective oversight and informed decision-making.
- Works within established governance frameworks while contributing ideas and lessons learned to continuously improve project delivery practices.

Relevant Experience

- Demonstrable experience of delivering projects from initiation through to completion within a complex organisational environment.
- Proven experience delivering projects within agreed timescales, budgets and quality standards.
- Experience managing project governance, risks, issues, dependencies and change control processes.
- Experience working with a range of stakeholders, including senior managers, subject matter experts, suppliers and cross-functional teams.
- Experience facilitating project meetings, workshops and stakeholder engagement activities.
- Experience monitoring project performance and producing project reporting.

Specific Knowledge and Skills

- Good knowledge and practical application of project management methodologies, frameworks and tools
- Strong project planning, scheduling, budgeting and coordination skills.
- Ability to manage project risks, issues, dependencies and change effectively.
- Strong stakeholder engagement and relationship management skills.
- Effective facilitation, problem-solving and decision-making skills.
- Strong written and verbal communication skills, with the ability to communicate complex information clearly.

- Experience producing project reporting and supporting governance processes.
- Ability to evaluate project outcomes, capture lessons learned and contribute to continuous improvement activities.