ROLE PROFILE

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Project Manager – Programme Y.O.D.A change workstream | | |
| Functional Area | People and Culture | | |
| Reports to | Change Partner | | |
| Location | Remote / Global Hub, Woking | Travel required | No |
| Effective Date | November 2021 | Grade | 4 |

role PURPOSE

Plan International is an independent children’s rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years and are now active in more than 70 countries.

Programme Y.O.D.A is an organisational change programme through which we will change our Enterprise Resource Planning (ERP) solution, revise our processes and working practices in relation to Finance, Grants, Programmes and Projects and Supply Chain Management, and develop a new Project Management and Monitoring, Evaluation, Research and Learning (PMERL) solution.

Our new ERP solution will strengthen our business processes, leading to a more data driven and transparent organisation, which in turn, makes us more efficient and sustainable. Our PMERL solution will enable us to use data-driven insights to design, deliver and evaluate gender-transformative programmes and influencing, so we can reach 100 million girls. Together, they will help us understand the cost and impact of our projects, so we can make more informed decisions as we deliver our global strategy.

The purpose of this post working under the direction of the Programme Y.O.D.A Change Partner is to project manage the design, delivery, evaluation and improvement of all aspects of Programme Y.O.D.A change workstream, including benefits realisation, change readiness, training, communications and engagement and continuous learning.

The successful candidate must be a process oriented, customer focused, multi-tasking individual with a proven track record in delivering effective project management in support of organisational transformation and change. In addition, the successful candidate will combine creativity and a solution orientated mindset with highly effective negotiation and relationship building skills.

Dimensions of the Role

You will be responsible to the Change Partner working across the programme, providing excellent project management of all aspects of the change workstream to strengthen and complement the overall delivery of the transformation journey. The change workstream entails significant engagement with stakeholders from Country Offices, Regional Offices, Global Hub and National Organisations as part of change readiness, systematic communications and engagement, as well as a comprehensive training programme to reach staff from across Plan International and led by the Learning and Development Manager.

The project manager will work alongside the programme’s change workstream team and the programme’s PMO. You will therefore work closely with the Y.O.D.A Change Partner, Communications and Engagement Manager, Learning and Development Manager and Change Coordinator as well as the Strategic Programme Manager, Deputy Programme Manager and the ERP and PMERL Project Managers and those within the PMO.

Accountabilities

The Y.O.D.A Project Manager for the change workstream is responsible for project management of all aspects of the change workstream to strengthen and complement the overall delivery of the transformation journey.

**CREATE, MAINTAIN AND EXECUTE PROJECT PLANS FOR CHANGE WORKSTREAM**

* Create, maintain and execute project plans for all aspects of the change workstream throughout the different phases of the programme
* Work with the Change Partner to resolve issues and revise the project plans as appropriate and in collaboration with the programme project management
* Plan for and request both the internal and external resources required to complete deliverables for each aspect of the workstream and account for the use of allocated resources
* Manage day-to-day operational aspects of the workstream
* Manage project risks
* Utilise the Project Management policies, practices and guidelines to:
  + Develop & maintain workstream project plans
  + Deliver against milestones
  + Deliver against cost parameters
  + Deliver against project performance measures
* Co-ordinate and produce project documentation and store in relevant repositories

**PROJECT MANAGE TRAINING DESIGN, DELIVERY, IMPLEMENTATION AND EVALUATION**

* Work with the Y.O.D.A Learning and Development Manager to provide detailed project management of activities related to the Y.O.D.A and functional strengthening training as part of the change workstream
* Work with programme management and functional teams to manage prioritisation and allocation of resources that align training plan with the overall programme plan.
* Project manage training delivery and related scheduling in alignment with the overall deployment plan

**PROJECT MANAGE COMMUNICATIONS AND ENGAGEMENT**

* Work with the Y.O.D.A Communications and Engagement Manager to provide detailed project management of communications and engagement activities as part of the change workstream

**GENERAL PROJECT MANAGEMENT FOR PROGRAMME Y.O.D.A**

* Be available to project manage other activities as required

**SAFEGUARDING**

* Ensure that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

* High level of contact with the Y.O.D.A Change Partner, Communications and Engagement Manager, Learning and Development Manager, L&D Advisor and L&D Administrator and Change Coordinator
* High level contact with IT Programme Manager and Deputy Programme Manager to review scope, timelines, resources, risks, issues and associated impacts
* High level of contact with business colleagues across Finance, Grants, Programme, Supply Chain Management, Monitoring, Evaluation, Research and Learning (MERL) during programme lifecycle to ensure effective project management of workstream tasks

Technical expertise, skills and knowledge

**Essential**

* Experience of managing significant, complex, multi-stakeholder projects in a context similar to Plan International
* Knowledge and / or experience of coordinating with multiple stakeholders, with different perspectives
* Project Management skills using a variety of formal methodologies such as Prince2
* Skilled in use of computer-based Project Management tools such as MS Project and Visio.
* An established track record of successfully project managing a project related to at least one of the areas under the change workstream (Change Management, Training, Communications and Engagement and Continuous Learning)
* Able to build and maintain strong working internal and external relationships
* Educated to degree BSc/BA level or equivalent or holding relevant experience.
* Good organisational and co-ordination skills being able to successfully manage time, plans, projects and other related tasks with effective prioritisation to execute tasks with limited resources
* Strong analytical, planning, organisational and problem-solving capability
* Effectively communicates relevant project information to manager, wider operations team and diverse user base across the organisation and at all levels
* Excellent collaboration, influencing and negotiation skills, able to build cooperation and negotiate compromises and priorities
* Highly positive, proactive, and results-focused
* Effective decision making in relation to systems and/or processes especially within a changing environment
* High standards of accuracy
* Ability to resolve and/or escalate issues in a timely fashion.

*Desirable*

* PRINCE2, PMP, APM certified or equivalent
* Promote innovation and learning
* Experience of working in a Not for Profit and Third Sector organisation
* Proficiency in French and Spanish

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

Hybrid – remote / office based as required

Level of contact with children

Low contact: No contact or very low frequency of interaction