ROLE PROFILE

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| Title | Project Manager – Change Management (Programme Y.O.D.A.) | | |
| Functional Area | Global IT | | |
| Reports to | Change Management Lead – Programme Y.O.D.A | | |
| Location | Global Hub – Woking  Or Country/Regional Office-based.  Employees may be based at a location where Plan International has a legal entity and the employee has the pre-existing right to live and work | Travel required | No |
| Effective Date | Sept 2022 | Grade | 4 |

Introduction

Working in 54 developing countries across Africa, Asia, Middle East and the Americas, Plan International aims to reach as many children as possible, particularly those who are excluded or marginalised, with high quality programmes that deliver long lasting benefits. To achieve this Plan International must continue to strengthen and build on its work with partners, mobilise additional resources, support and implement high quality projects and programmes, whilst ensuring accountability throughout.

Programme Y.O.D.A is on a mission to support Plan’s strategy towards greater impact, legitimacy and sustainability by enabling us to become more data driven and transparent. Y.O.D.A stands for ‘Your Organization’s Data and Analytics’ and encompasses a new Enterprise Resource Planning (ERP) system, our Planning, Monitoring, Evaluation, Research and Learning (PMERL) system and a data warehouse which will support the reporting needs of both.

The Programme is already underway and we are seeking an experienced Project Manager with experience of working in a large, complex programme environment to support the Change Management team to design and deliver the best possible solution for our global team and the children and girls we serve.

role PURPOSE

The purpose of this post working under the direction of the Change Management Lead is to project manage the design, delivery, evaluation and improvement of all aspects of the Change Management pillar, working closely with all delivery Pillars (Build, Readiness, Strengthening, Deployment, Infrastructure and Test). The role will be responsible for implementing strong project management controls to support the governance of the Change Management activities including, Stakeholder Management, Communications and Engagement

The successful candidate must have strong communications skills, 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 reporting into the Change Management Lead for Programme Y.O.D.A. working across the programme, providing excellent project management of all aspects of the Change Management pillar to strengthen and complement the overall delivery of the transformation journey. The Change Management pillar requires significant engagement with stakeholders from Country Offices (CO) , Regional Hubs (RH), Global Hub (GH) and National Organisations (NO) as part of change readiness, business strengthening, as well as a communication and engagement to reach staff from across Plan International.

The project manager will work alongside the Build, Readiness, Strengthening, Deployment, Infrastructure, Test and Functional Teams as well as working closely with the PMO. You will therefore work closely with functional and technical specialists and need to engage closely with Project Managers in other pillars to ensure clear articulation and acceptance of dependencies as well as ensuring that you are linked into the key communications, engagement and change management outputs that are required by each of the pillars. You will also need to ensure the 2 way flow of information from the Programme out into the wider Plan organisation, but also most importantly from the Organisation back into the Programme to help inform stakeholder analysis and readiness concerns.

Accountabilities

The Change Management Project Manager is responsible for project management of all aspects of the Change Management pillar to strengthen and complement the overall delivery of the transformation journey.

**CREATE, MAINTAIN AND EXECUTE PROJECT PLANS FOR CHANGE MANAGEMENT PILLAR**

* Create, maintain and execute project plans and roadmaps for all aspects of the Change Management pillar throughout the different phases of the programme
* Work with the Change Management Lead to resolve issues and revise the project plans as appropriate and in collaboration with the programme project managements
* 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 pillar
* Monitor project risks, issues and outstanding decisions
* Utilise the Project Management policies, practices and guidelines to:
  + Develop & maintain workstream project plans and roadmaps
  + Deliver against milestones
  + Deliver against cost parameters
  + Deliver against project performance measures
* Co-ordinate and produce project documentation and presentations for various audiences and store in relevant repositories

**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 Change Management Lead, Communications and Engagement Manager and Change Coordinator
* High level contact with PMO and Pillar Leads and Pillar Project Managers 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
* Able to build and maintain strong working internal and external relationships
* 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

*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