



## The Anti-Tribalism Movement

<b>Vacancy</b>	<b>Projects and Development Manager</b>
<b>Salary</b>	£40,000 per annum (London Living Wage)
<b>Pension Contribution</b>	5% per annum
<b>Location</b>	London
<b>Contract Type</b>	3 Years full-time fixed term contract
<b>Reports</b>	Managing Director
<b>Hours</b>	35 hours per week (Five Days a week)
<b>Who are we?</b>	The Anti-Tribalism Movement is a non-profit organisation committed to tackling tribalism and promoting fairer and more equitable societies. With over 12 years' experience of providing advocacy, support, and specialist services to tackle inequalities and promote fairer societies.
<b>The role</b>	

### Why we're recruiting for this role

The Projects Manager is responsible for leading and managing Anti-Tribalism Movement's projects delivery and organisational development. The postholder will be the driving force behind the success of every key project our organisation seeks to accomplish. You will align projects with the charity's strategic priorities, construct detailed work plans, manage teams, achieve milestones, and communicate the result across a stakeholder audience. The postholder will manage 10+ staff members to ensure planning processes, project governance and reporting is developed and embedded into all activity and will have oversight of the full suite of projects/campaigns across the organisation.

Over the next 12 months, ATM will undertake extensive exercise to develop its next 5 years strategic priorities which will achieve our strategic priorities and business plan, new website which will guide our organisations for the near future to achieve your goals. The postholder will be integral to this process by undertaking consultations, desk-based research to look at what worked well, staff away days, trustee away days and working with consultants and stakeholders.

This is an exciting opportunity to work with and assist a team that is committed to innovating and co-creating programming with communities.

You will manage the following programmes and any future projects:

1. [Lead and Be Led](#)

2. [DontjudgeDontlabel](#)
3. [SAVAH](#)
4. [Housing Champions](#)
5. [Policy Advocacy](#)
6. [ATM Fellowship](#)
7. ATM Grant programme

### **Responsibilities for Project Manager**

1. Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation.
2. Using your knowledge and skills identifying opportunities to add value through planning and optimisation of future projects developments.
3. Work with Managing Director to develop charity strategic priorities and programmes
4. 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, multiple projects.
5. Develop and maintain partnerships with outside resources
6. Produce timely and high-quality monitoring and evaluation reports for each project
7. Maintain and renew charity quality Marks (Living Wage, Fundraiser Regulator, Trusted Charity, and London Youth quality Mark)
8. Predict resources needed to reach objectives and manage resources in an effective and efficient manner
9. Work with internal and external stakeholders to ensure projects sustainability
10. Prepare budget based on scope of work and resource requirements
11. Track project costs to meet budget
12. Develop and manage a detailed individual project schedule and work plan
13. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
14. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
15. Utilise sector best practices, techniques, and standards throughout entire project execution
16. Motivate, encourage, and support projects officers, lead, and volunteers
17. Regularly measure project performance to identify areas for improvement
18. Analyse project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements
19. Identify opportunities for service development through new funding streams, partnership, and commissioning opportunities
20. To ensure the continued financial sustainability of the project through developing a Project Plan, seeking grants, donations and fundraising.
21. Develop systems and procedures for ATM grants programme

## Person Specification

Specification	Essential	Desirable
<p><b>Proven experience</b></p>	<ol style="list-style-type: none"> <li>1. Minimum 5 years managing teams and volunteers, including recruiting/ motivating/ leading/ coordinating/management supervision and appraising.</li> <li>2. Of setting up successful large-scale community projects within the charitable sector.</li> <li>3. Proven ability to complete projects according to outlined scope, budget, and timeline</li> <li>4. The ability to work independently, using appropriate levels of judgement and initiative at a senior level.</li> <li>5. The preparation and implementation of Project Plans, funding applications and Budgets</li> <li>6. The ability to deliver on-going stable management of a complex project within an integrated strategy for the charity.</li> <li>7. Experience of analysing complex issues and problems and finding practical solutions and strategies to meet them.</li> <li>8. Effective team working, maintaining strong relationships and contributing positively to the team.</li> <li>9. Strong familiarity with project management software tools, methodologies, and best practices</li> </ol>	<ol style="list-style-type: none"> <li>1. Project Management/ Management/leadership postgraduate qualification</li> <li>2. Extensive, highly developed networks within the Somali community.</li> <li>3. Experience of working at board/trustee level or with boards/trustees.</li> <li>4. Knowledge of the regulatory requirements of a CIO</li> </ol>
<p><b>Skills &amp; Abilities</b></p>	<p>A clear understanding of the operation and nature of charities.</p> <p>A well-developed understanding of the inter-relationships between the public, private, voluntary sectors and ability to navigate complex intercommunity relationships.</p> <p><b>Excellent interpersonal skills, including:</b></p> <ul style="list-style-type: none"> <li>● Ability to listen</li> <li>● Empathetic approach to people in difficult circumstances</li> <li>● Ability to interact with all in a positive and respectful manner</li> <li>● Ability to encourage and motivate others</li> <li>● Ability to mediate and resolve conflict</li> </ul>	

	<p>and problem-solving approach to work</p> <ul style="list-style-type: none"> <li>● Attention to detail</li> </ul> <p><b>Excellent organisational skills, including:</b></p> <ul style="list-style-type: none"> <li>● Time management</li> <li>● Ability to manage and to prioritise work</li> <li>● Excellent verbal and written communication skills</li> <li>● A confident public speaker</li> <li>● Proficient in the use of Microsoft Word, Excel, databases and the Internet</li> <li>● Excellent analytical skills</li> <li>● Ability to work on own initiative and generate ideas independently</li> <li>● Understanding of healthy working practices and willingness and ability to use available support systems</li> <li>● Ability to carry out risk assessment and Passionate about ATM work</li> </ul>	
<p><b>Attributes</b></p>	<ol style="list-style-type: none"> <li>1. A passion for seeing communities transformed and a track record seeing transformation undertaken.</li> <li>2. The energy and ability to motivate all stakeholders.</li> <li>3. Has an innovative vision to identify new opportunities aligned with the project.</li> <li>4. An open &amp; accepting approach to all, regardless of their religion, ethnicity, disability, age, gender or sexuality.</li> <li>5. Inspiring, motivating, and articulate communicator.</li> <li>6. A proactive approach, self-motivated and enthusiastic with very high levels of initiative.</li> <li>7. A systems thinker who is process-driven with the ability to influence and embed new ways of working</li> <li>8. A 'can-do' and flexible approach with the ability to adapt to changing priorities</li> <li>9. Ability to work under pressure and manage multiple workloads.</li> <li>10. A culture that encourages people to be their best.</li> </ol>	

The Anti-Tribalism Movement is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination based on any of the legally protected characteristics.

**TO APPLY:**

Please send your CV and a cover letter to [info@theatm.org](mailto:info@theatm.org) by the 31st of May 2023. In the cover letter, explain why you are the best person for this job based on our list of experience, qualities, skills, and abilities.