



Changing lives every day

Project Manager (part time)

Salary circa £35,000

Full Time Equivalent

20 – 30 hours per week

Auriga Services Ltd

Emmanuel Court, 12-14 Mill Street

Sutton Coldfield, B72 1TJ

www.aurigaservices.co.uk

Registered in England. Company number 5093179

Background

Auriga Services Ltd is a dynamic, fast growing not-for-profit organisation on track to exceed a vision to support 2 million people who are experiencing financial hardship by 2020. With a track record spanning 21 years, we are mature enough to provide outstanding service through the application of extraordinary levels of skills and experience. We manage combined annual funds of over £15 million helping people alleviate their debt and realise income and benefits that make a real difference to the quality of their lives.

We achieve all this through the administration of charitable trust funds for water company customers, and income realisation for local authority residents and patients within the NHS. We help 1,000 people every day who are experiencing financial hardship.

We are a company of over 60 friendly staff based in Sutton Coldfield. We are seeking exceptional people with passion, enthusiasm and ability to join and make our mission a reality.

We enjoy flexible and home working, a generous holiday allowance, good pension and a great working environment.

Job purpose

To support the Executive Directors in managing a series of strategic programmes that enable the growth of Auriga's ability to support more individuals in need.

Auriga Service's new strategic plan contains a number of innovative and ambitious programmes that will help transform the scale and depth of support given to those who are experiencing financial hardship.

We are investing in these programmes and require an individual who can project manage these initiatives from the Directors inception through to delivery, including stakeholder engagement and budget management. This will involve both the introduction of new product / services and internal change programmes geared to improving quality and efficiency

This role reports directly to the Chief Executive Officer.

Responsibilities

Role responsibilities will include but are not limited to:

1. Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility;
2. Involve staff so ideas are shared that create detailed project plans with deliverables, milestones and budget allocations that are owned by the "team"
3. Measure project performance using appropriate systems, tools and techniques, especially an on-line computer based project management system;
4. Ensure that all projects are delivered on-time, within scope and within budget;
5. Coordinate internal resources and third parties for the flawless execution of projects;
6. Ensure that task owners are aware and take ownership responsibility for their tasks;
7. Work with Directors, Senior Managers, staff, suppliers and clients to embed programmes within the entire company;
8. To lead workshops across the company, to gain insight and understanding;

9. To drive progress against key milestones and budgets;
10. To produce regular reports to executive directors and presentations to the Board;
11. Ensure resource availability and allocation;
12. Perform risk management to minimise project risks and take corrective actions early
13. To ensure milestone reviews and a final project review are conducted and used as a learning process to improve future project delivery

Key skills and attributes

- Demonstrable skills in project management experience in a commercial environment;
- Strong IT skills with expert knowledge in at least one project management software package;
- Overall strong comprehension of IT and IT led programmes;
- Able to manage multiple projects simultaneously at high level; in particular identifying resource overload/shortage early.
- Able to produce high level plans and break them down into manageable tasks that are time bound;
- Effective verbal and written communications;
- Present to a wider and senior audience with confidence;
- Self-motivated to lead and drive change;
- We recruit those that demonstrate strong positive attitude and are willing to adopt Auriga's culture. Details of our culture can be found on our website.
- Education qualifications - degree level or relevant equivalent

Contract and Hours

This is a permanent contract of between 20 – 30 hours per week.

Hours can be flexible to meet the requirements of the business and your personal situation. Up to around 50% of home working may be possible after the three-month probation period. Appropriate IT is provided for home workers.

How to apply

To convince us that we should shortlist you for interview, it's important that you write us a good letter introducing yourself, as well as providing us with a job relevant CV. We're looking for those that take the extra effort to do some research about us, and demonstrate a desire to work in a company with our values.

We automatically reject an application that arrives without a covering letter.

Send your covering letter and CV by email to:

Mark Abrams, Chief Executive Officer – MAbrams@aurigaservices.co.uk

If you would like a conversation prior to applying, then please contact Kim Williams, Executive PA, KWilliams@aurigaservices.co.uk to make an appointment.

Closing Date: Monday 20th May 17:00

Interview Dates: 6th and/or 10th June 2019 (please indicate your availability).