



# Job Description

## Project Manager: Education Programme

**Location:** The role is based at the Trust's office in West Berkshire with a minimum of three days per week expected to be worked at our Newbury office. Flexible working arrangements are available with the understanding that this must meet the objectives of the charity and requirements of the role.

**Accountable to:** Education Programme Manager

**Start date:** As soon as possible

**Hours of work:** Full-time/part-time (0.8-1FTE), Monday-Friday, permanent.

**Salary range:** £27,745 - £31,227 FTE, depending on experience.

### Purpose

This is an exciting and vital role within the Education Programme of a leading mental health charity focused on supporting the systems around children and young people. Our Education Programme is our body of charitable activity delivering training and resources appropriate for schools, colleges and universities, often working with these education settings to create a whole organisation approach to support children and young people's mental health.

We are looking for a warm, proactive and efficient project manager capable of communicating clearly and confidently with the charity's delivery partners and those we support, both over the telephone and face to face. You'll enjoy working with external stakeholders, freelance trainers and our office team, be highly organised and happy working as part of a team and with autonomy. You'll manage a varied workload, prioritising projects as necessary, and will be comfortable liaising with a wide range of people at all levels. We have a personable and committed office team, and the successful applicant will need to be a flexible team player.

The aim of this role is to deliver education projects to scope, on time and on budget with the support and guidance of the Education Programme Manager, Head of

Programmes and wider Charitable Activities team, allowing the Charlie Waller Trust to achieve their vision and mission.

### **Key responsibilities and duties**

The Project Manager role will help us to deliver our new 3-year strategy and beyond. The role will:

- Work with the Education Programme Manager and a wide range of stakeholders, including the Head of Programmes, mental health trainers and clinicians, to plan, deliver and evaluate both strategic and operational projects:
  - Manage the planning and delivery of a range of projects for the Trust from project initiation through to project close.
  - Ensure projects remain on time, on budget and within scope.
  - Monitor progress against KPIs and provide regular data-driven updates.
  - Effective management of project interdependencies, risks and issues.
  - Ensure all project materials are of high quality, including writing briefings for senior stakeholders, working with communication team colleagues.
- Work with other teams within the Trust to identify opportunities for cross-organisational working to develop engagement with our information, training and services, and engage as part of the wider organisational team:
  - Ensure that the needs of marginalised and minoritised communities are considered and embedded within all projects.
  - Work in collaboration with colleagues with lived experience of mental health difficulties, ensuring their voice is central to our work.
  - Collaborate with colleagues across CWT to identify and develop projects for funding bids and contribute to proposals and presentations where required.
- Always ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.
- Other duties as may be reasonably expected by the Trust, appropriate to the grade and responsibilities of the post, including:
  - Attend regular team meetings with colleagues.
  - Personal learning development and keeping up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
  - Regular, routine call handling as part of the wider office administrative team.

## About our Trust

The Charlie Waller Trust was created by the Waller family in 1997 in response to the loss of their son and brother Charlie who tragically took his own life whilst suffering from depression.

We have since become one of the UK's most respected mental health charities for children and young people. Our overarching mission is to educate those with responsibility for children and young people - parents and carers, teachers, college and university staff, and employers - about children and young people's mental health and wellbeing.

The Charlie Waller Trust is a great place to work. We care about mental health and wellbeing in our team and have a positive, enabling workplace culture. Our values drive our work:

- **Warm:** Positive personal connections are central to mental health; we aim to reflect that in all our relationships with beneficiaries, supporters, staff and volunteers.
- **Empowering:** We support all those we work with, and who work for us, to use their minds, hearts, energy and creativity to fulfil their potential.
- **Collaborative:** Partnership and cooperation are at the core of our work; we seek the views of those we wish to support and aim to put them at the centre of our activity.
- **Compassionate:** We recognise vulnerability in ourselves and others, especially where there is more than one reason people may be vulnerable to mental health problems, discrimination or inequality.
- **Open:** We believe in being honest about the way we work, our aspirations and where we need to improve; openness and good communication are key to good mental health.

## Terms and Conditions

### Equity, Diversity and Inclusion

We are committed to equity, diversity and inclusion and are working to ensure that our staff represent the communities we aim to support. We actively utilise positive action as set out in the Equalities Act (2010) to ensure we attract and recruit candidates from backgrounds and groups that are currently underrepresented in our workforce. We therefore particularly encourage applications from men and non-binary folk, and those from Black, Asian and minoritised backgrounds.

When we recruit, we will ask all our shortlisted candidates to tell us about any reasonable adjustments they need. Our current office is only accessible via a flight of stairs. We would of course discuss home based working and holding team meetings in an accessible location as appropriate.

### Benefits

We want people to thrive at the Trust; we believe you do your best work when you feel your best. That being the case, our team comes first, and we are proud of our culture: we offer a supportive, flexible and enjoyable place to work.

As part of our employed team, the following benefits are available to you:

- Flexible working policy - we're committed to helping you find a healthy work-life balance.
- Generous annual leave allowance - pro rata 25 days annual leave (increasing to 30 days after 5 years' service), PLUS bank holidays PLUS the period between Christmas and New Year.
- Option for purchasing an additional 3 days annual leave.
- A workplace pension scheme to support you with saving for your retirement, into which we pay 5%. (higher matched contributions after lengths of service).
- Access to a 'Mental Health and Wellbeing Plan' - helping staff to stay mentally well and to support them through periods of poor mental health. This includes support for the cost of talking therapies where these are not available via the NHS.
- Opportunities to experience our charitable activities and impact at first hand by attending training and events and through involvement in relevant projects.
- Learning and development opportunities specific to job roles and on mental health and wellbeing topics.
- Coaching (offered to CWT pro bono, depending on team member and need).
- Social events and team days.
- Bike to work scheme.
- Time off for volunteering.
- Unpaid leave/sabbatical particularly if this supports personal or professional development (offered after 2 years in post).

# Person Specification – Project Manager

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

Criteria	Essential	Desirable
<b>Skills and experience</b>	<ul style="list-style-type: none"><li>• Strong project management skills and experience, including managing multiple projects simultaneously, through the entire project lifecycle</li><li>• Excellent interpersonal skills to enable building of effective relationships, both internally and externally</li><li>• Experience of monitoring budgets, flagging risks and issues</li><li>• Experience of setting and monitoring plans, targets, objectives and outcomes</li><li>• Understanding of effective evaluation and impact measurement</li><li>• Highly organised and able to prioritise, plan effectively, delegate and work at pace to deadlines</li><li>• Strong IT skills, with the ability and willingness to learn to use relevant software and applications (such as Teams, SharePoint, OneDrive, Umbraco, Dynamics365, Microsoft Office)</li></ul>	<ul style="list-style-type: none"><li>• Experience of Dynamics CRM or similar</li><li>• Experience of using Digital Samba for Webinars or similar</li><li>• Experience of managing evaluation toolkit platforms</li></ul>
<b>Attainment</b>	<ul style="list-style-type: none"><li>• Maths and English GCSEs, Grade C /4 minimum, or equivalent by experience</li></ul>	<ul style="list-style-type: none"><li>• A recognised project management qualification, such as PRINCE2 Practitioner or Agile ScrumMaster;</li></ul>

		or short course training
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, flexible team player</li> <li>• Concise and effective communicator, both orally and written</li> <li>• Initiative-taker and solution-minded with a can-do attitude towards any task or challenge.</li> <li>• Strongly motivated to contribute to a leading mental health charity focused on supporting the systems around children and young people.</li> <li>• Ability to take ownership for your self-development</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and awareness of mental health issues.</li> </ul>

### To apply

If you would like an informal discussion with the line manager of this role, Christina Sell (CWT's Education Programme Manager), this can be arranged via Kirsty Smith, our IT and Operations Officer, via [kirsty.smith@charliewaller.org](mailto:kirsty.smith@charliewaller.org)

**The deadline for applications is Friday 11<sup>th</sup> April 2025.**

Please submit via your chosen job website or send your CV and a supporting statement to Kirsty Smith: [kirsty.smith@charliewaller.org](mailto:kirsty.smith@charliewaller.org). We ask that you structure your supporting statement, by providing relevant information in response to each person specification bullet point (combining these if multiple points are effectively responded to by one experience). Please try to keep your supporting statement to a maximum of 800 words, excluding headers. **Applications will not be considered without a supporting statement.**

**We reserve the right to close this vacancy early if we receive sufficient and suitable applications for the role. Therefore, if you're interested, please submit your application as early as possible.**

You will hear back from us by 17<sup>th</sup> April, if not before and should you be shortlisted, an interview will take place w/c 28<sup>th</sup> April 2025 and will involve a competency interview along with a 45-minute task.

We will provide information about the task 2-3 days in advance to allow candidates time to prepare and we will also provide at least 50% of the interview questions at the same time so that all candidates can perform at their best.