



Job title: Project Manager

Reports to: Projects Delivery Manager

Department: Services Directorate

Salary: £33,924 p.a. (Wigan), £35,924 p.a. (London)

Contract: Permanent

Hours: Full time, 37.5 hours per week (4 days or an alternative flexible working pattern will be considered)

Location: Wigan or London with hybrid working available, with regular travel across England

1. Purpose of the Role

To manage the delivery of and help develop a range of projects within the Services Directorate of Keep Britain Tidy for public, private and third sector clients and partners which align with the charity's aims to eradicate litter and reduce waste, improve the quality of public space and help people live more sustainably. Such projects will focus on innovation and evidence-based services and may include piloting and scaling new solutions to issues, communication and engagement campaigns, monitoring and evaluation services, consultancy and training amongst others.

2. Principle Accountabilities

- To manage the delivery of a range of Services Directorate projects for public, private and third sector clients and partners, including assisting with their development.
- To recruit and line manage fixed term contract staff/casual workers to deliver specific projects, including the development and delivery of training/induction programmes.
- To coordinate, monitor and evaluate outputs and outcomes from projects for clients and partners and Keep Britain Tidy's work programmes where applicable. To coordinate the production of progress and final reports for clients and partners under the guidance of the Projects Delivery Manager.
- To ensure that all learning from projects is fed into the wider work of the Services Directorate and Keep Britain Tidy.



- To actively promote the work of the Services Directorate to external audiences by producing case studies about work and developing content for the Keep Britain Tidy website and social media channels.
- To contribute to securing new work by helping to develop project approaches and budgets for bidding processes in conjunction with senior members of the Services Directorate.
- To undertake other tasks from time to time as requested by the Projects Delivery Manager.
- To be responsible for the Health and Safety of themselves and to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained.

3. Budget responsibility and decision-making authority

- To ensure that, where budget responsibility is held, projects are delivered within budget and that expenditure is managed and reported properly and expediently.
- To liaise with the Projects Delivery Manager and the Finance Team in putting together and monitoring invoicing schedules.
- To have project management decision-making authority for services within guidelines set by the Projects Delivery Manager.

4. Supervision of employees – complexity of leadership, number of direct reports, reporting level

- Recruits and line manages Project Coordinators or equivalent, Project Support Officers and other fixed term contract staff/casual workers (either directly or indirectly) who may often be based off site.
- Submits payroll summaries for those under the post holder's supervision.
- Responsible for the health and safety of staff while carrying out designated tasks under the supervision of the post holder.
- Reports to the Projects Delivery Manager.

Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Relevant qualifications at degree level or above or equivalent experience	✓		Application and interview
Experience of direct project management gained in a professional capacity, ideally working on environmental projects	✓		Application and interview
An understanding of behaviour change, particularly in relation to litter, fly-tipping, recycling and/or waste prevention		✓	Application and interview
Experience of managing budgets and financial reporting		✓	Application and interview
Experience of monitoring the outputs and analysing outcomes of projects against project targets along with an ability to draw conclusions from data	✓		Application and interview
Experience of recruiting and supervising staff, as well as devising and delivering staff training	✓		Application and interview
Excellent written and verbal communication skills, including experience of report writing and presenting	✓		Application and interview
Excellent organisational skills, accurate record-keeping and a methodical approach	✓		Application and interview
Ability to develop good working relationships with a diverse range of clients, partners and stakeholders	✓		Application and interview
A high level of computer literacy in using standard Microsoft packages including Teams, Outlook, Word and PowerPoint and advanced skills in Excel, and in learning new non-Microsoft packages	✓		Application and interview
A genuine commitment to the principles and goals of Keep Britain Tidy, passionate about the environment and keen to make a difference	✓		Application and interview
Other requirements			
The willingness to undertake regular national travel, with occasional overnight stays and occasional weekend work	✓		Application



The right to work in the UK with immediate effect	✓		Application
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