



About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

JOB DESCRIPTION

Senior Projects Manager

Job Purpose: To manage, plan and co-ordinate all aspects of high profile, government, charity or sector agency funded projects on behalf of the Association of Colleges. Ensuring they are delivered against the agreed contractual agreements stated by the stakeholder, on time and to budget.	
Department / Directorate	Projects Team
Business Unit	AoC
Reports To	Project Delivery & Operations Manager
Role Level	Manager
Contract Type	Permanent

People Management	<p>Direct Reports: Up to four direct reports according to resourcing needs for current projects</p> <p>Indirect Reports: None</p>
Monetary and Risk Responsibility	<p>Budget: Responsibility for projects with budgets up to £5 million.</p> <p>Revenue Generation: To contribute to an annual team target agreed by the AoC Board by successfully delivering a range of projects.</p> <p>Risk Management: Ensuring the organisation and projects are not at risk in accordance to the project or team register through direct management of your own project portfolio and those that you manage.</p>
External Key Contacts	<p>College Principals, Directors and Managers with Project responsibilities within a college.</p> <p>Relevant staff at funding bodies and government agencies (DfE, ETF and ESFA, etc.) as well as stakeholders and project partners.</p>
Internal Key Contacts	<p>Deputy Chief Executives, National and Area Directors and Managers, finance and HR team.</p>

Key Accountabilities & Responsibilities

1. Manage projects up to the value of £5 million
2. Risk identification and management relating to each project
3. Set up, agree and monitor financial budgets relating to each project in conjunction with Director of Projects and Finance team
4. Modify, agree and maintain contractual/agreement documents with funders, partners and consultants. Manage relationships ensuring appropriate contracts are in place and deliverables are delivered
5. Work with AoC staff to ensure projects are aligned to other areas of business and are, where possible, member-focused
6. Attend, contribute to and lead meetings with a complex range of stakeholders including those from Government, funding agencies, sector bodies, colleges and other learning providers
7. Establish effective communication strategies, working to funders requirements to ensure project opportunities are shared with members and other learning providers, as appropriate
8. Disseminate project(s) outcomes as agreed by the funder, to ensure learning from projects is shared across the sector
9. Ensure and manage external project deliverers report on progress in accordance with agreed outcomes
10. Manage project progress reports in accordance to agreed outcomes and timetables with funder, including final project summary reports and evaluations
11. Project closure and budget reconciliation

12. Work collaboratively with Projects team colleagues to continuously review and improve project processes and documentation
13. Where necessary, provide support to Projects team colleagues to ensure successful delivery across the team
14. Effectively line manage, coach and develop direct reports to maximise their performance and professional development and enable to them to deliver high quality, successful projects in line with the funding contract and KPIs, as well as AoC's strategic priorities and corporate objectives
15. Manage the procurement process for sector led project allocations including forming and leading a moderating team and setting out clear benchmarks for successful projects
16. Any other duties that may reasonably be requested by the Project Delivery and Operations Manager or Director of Projects

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/measured during the recruitment process. *Key: A = Application; I = Interview; T = Test*

Education/ Qualifications/ Professional Bodies	Assessment
Maths and English GCSE grade C and above, or equivalent	A
Prince2 or similar professional qualification in structured project delivery technique	A / I
Knowledge, skills, ability and experience	
Demonstrable experience in project management operating within Prince2 or similar structured methodology	A / I
Experience of line management and highly effective at maximising individual performance as well as coaching and developing talent	A / I
Relevant experience of stakeholder and funder relationship management and highly effective in this regard	A / I
Excellent written and verbal communication skills with a particular emphasis on project reporting and team communication	A / I
Effective time management skills, able to manage competing deadlines while maintaining oversight of team and progressing work through to completion on time	A / I
Experience of managing complex budgets	A / I
Excellent attention to detail, ensuring accuracy across team within a pressurised environment	A / I
Awareness of public sector operating models	A / I
Knowledge of procurement principles and processes	A / I
Effective team player with a positive approach to work challenges and pressures	A / I
Excellent IT skills with confident use of Microsoft Office packages including Word, Excel and Outlook	A
Attributes	
Highly organised with an attention to detail	I
Ability to work effectively as part of a team and work under own initiative	I

Adaptable and flexible – able to react to new requests from the team, project partners and funders	A / I
Decisive – can think and act quickly and independently	A / I
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues	A / I
Demonstrates an interest in further education	A / I
Works productively in a pressurised environment to meet deadlines	A / I
Demonstrates commitment to own learning and continuous improvement through training and development.	A / I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.