Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Communications project Manager	**Location**	London
Contract type	FTC Full-time, 35 hours per week	**Contract length**	12 months
Date	8 March 2019		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

The next few years represent a unique opportunity for the charity to do more, more effectively, to positively impact on the lives of people with arthritis across the UK. This role is an exciting opportunity for a candidate to work with us in aiding our transformation.

Main purpose of the role

This role sits in the Communications and Marketing Directorate and is primarily responsible for project managing the charity's ongoing marketing campaigns.

An experienced communications professional, you will be able to confidently manage the lifecycle of marcomms projects and bring much needed and flexible project management and relationship management skills, working in partnership with both colleagues across the charity and external agencies.

This role is a fixed term contract for one year and is being established during a period of accelerated change.

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Management and key relationships	
Roles managed	None
Reports to	Head of Communications
Key Relationships	• Head of marketing • Communications and marketing managers • External agencies • Teams across the organisation including income generation, customer experience and engagement, brand, digital, services and involvement & volunteering.

Main Responsibilities and Duties	
1	Lead and provide communications expertise in the development, resourcing and implementation of the delivery of the charity's comms and marketing projects.
2	Act as project manager for the comms and marketing projects including: • Implement and manage the project plan and timelines, as well as risk and budget management. • Deliver against organisational and project specific objectives, achieve quality outcomes, prioritising and managing workload whilst working to tight deadlines • Manage the internal delivery group, ensuring milestones are met, interdependencies are mapped and risks are highlighted • Lead on evaluation and reporting, ensuring senior stakeholders are updated on a regular basis. • Communicate project status and updated to teams internally on a regular basis
3	Effectively work with external agencies, ensuring projects are delivered to time and to budget.

Criminal Record Check	
Requirement	This role DOES NOT require a Criminal Record check

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Person specification

Knowledge, skills and experience: key requirements

Requirement		Evaluation Stage
1	At least two years of experience and knowledge of successfully planning, executing, and reviewing large, multi-channel marcomms projects in a project management role.	App
2	At least 2 years experience operating as a professional within a communications or marketing environment	App
3	Experience of working with a wide range of stakeholders (internal teams and agencies) to develop an agreed, effective and measurable project plan. Chair and co-ordinate regular meetings to ensure project is on track, escalating risks and interdependencies appropriately. Ability to recognise and articulate problems, and to develop solution options and recommendations.	App/ Int
4	Strong measurement experience. Set up and oversee the reporting process, report back to the organisation and senior stakeholders on a regular basis.	App/ Int
5	Strong listening, verbal and written communication skills. Able to work in partnership with people at all levels, demonstrating strong skills in constructive challenge, facilitation, collaboration, networking and influencing.	App/ Int
6	Strong organisational skills including the ability to balance and independently manage workload that includes multiple concurrent priorities.	Int
7	An enthusiastic and flexible approach: able to work closely and adaptively with the immediate team, collaboratively across the entire organisation and with external agencies and partners.	Int
8	Excellent planning and organisational skills with good attention to detail. Proactive and conscientious person with the ability to work on multiple tasks simultaneously. Self-motivated, able to set and deliver to deadlines. High levels of problem-solving, innovation and creativity.	App/Int
9	Strong team player and collaborative style, positive with a ‘can-do’ attitude.	Int
10	Experience of managing multiple agencies	App/Int

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Desirable requirements

	Requirement	Evaluation Stage
1	An interest in improving the lives of people with arthritis and the willingness to gain knowledge of arthritis and musculoskeletal conditions.	App/Int
2	Able to work flexibly in terms of hours and travel	Int

Competencies

Versus Arthritis has developed a set of competencies to describe the behaviours that we expect from all of our employees. Some or all of these will be tested during the selection process as specified below.

	Competency and description	Level	Evaluation Stage
1	**Setting direction:** understanding your role, planning and prioritising work for yourself, and/or others.	2	Interview
2	**Business awareness:** being aware of the impact of arthritis and championing what we do using internal and/or external insight effectively.	2	--
3	**Change and innovation:** looking for ways to improve what we do, engaging and adapting to change and being aware of and managing risk	2	Interview
4	**Delivering results**: using and planning the resources you have responsibility for to ensure delivery of agreed plans and priorities.	2	Interview
5	**Problem solving**: identifying, understanding, resolving and learning from problems.	2	Interview
6	**Accountability:** taking responsibility for your actions and behaviour using feedback to learn and develop	2	Interview
7	**Teamwork**: contributing to and supporting your team utilising individual and shared learning and development.	3	Interview

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8	**Effective relationships**: understanding how your behaviour affects others, showing trust, and collaborating positively.	2	Interview
9	**Two-way communication**: understanding and listening to others whilst communicating effectively using appropriate channels.	2	Interview

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