

Role Description

Post:	CAE Project Manager
Responsible to:	CAE Head of Business Development
Posts directly managed:	None
Contract:	Maternity Cover 1 year 3-days/week

1. Job purpose

1. Responsible for planning and overseeing bids and projects to ensure they are completed on time and within budget
2. Plan and designate project resources, monitor progress, and keep stakeholders informed. This is all done within the confines of the organisation goals and vision.
3. Support CAE team

2. Main tasks and responsibilities

1. Client liaison and bid preparation
2. Support CPD planning of the team and associates.
3. Determine and define project scope and objectives
4. Develop and manage a detailed project schedule and work plan
5. Resource management of projects to reach objectives and manage resources in an effective and efficient manner
6. Prepare bids and fee proposals based on scope of work and resource requirements
7. Track projects and costs to ensure client deadlines and fee expectations are met
8. Provide project updates on a consistent basis to clients as required
9. Manage contracts with clients and CAE associates by assigning tasks and communicating expected deliverables
10. Utilise industry best practices, techniques, and standards throughout entire project execution
11. Measure project performance to identify areas for improvement
12. Lead on liaison with CAE associates, support learning opportunities with associates and CAE team.

Work as a member of the CAE team and to undertake any other reasonable task that is commensurate to the role.

Person Specification

1.0 Essential

1. Experience of working as a coordinator or in a project management role
2. Evidence of continuing professional development
3. A track record of leading and delivering projects
4. Excellent verbal and written communication skills
5. Good working knowledge of Microsoft Word, Excel and PowerPoint
6. Ability to work autonomously or part of a team and able to plan strategically, make decisions, act on own initiative and operate in a pro-active way to support the needs of the business.

2.0 Desirable

1. Experience of working in charity or disability sector
2. Experience of project management software tools, methodologies, and best practices
3. Experience seeing projects through the full life cycle
4. Excellent analytical skills
5. Proven ability to solve problems creatively
6. 3-5 years of project management and related experience
7. Effective planner and organiser, able to deliver under pressure
8. Excellent time management and project management with ability to handle multiple projects
9. Highly developed communication and presentation skills
10. Commitment to CAE and Habinteg's Inclusive vision, mission and values (Agile, Accountable, Ambitious, and Attentive)

3.0 Personal Attributes

1. Operates with integrity, showing respect and dignity to others at all times.
2. Sets high standards and commits to clear objectives to achieve results.
3. Works co-operatively with others within and across a range of functions.
4. Personable, approachable and calm under pressure.
5. Receptive to change, resilient and adaptable.