MannionDaniels

Job description – Project Manager

MannionDaniels is a specialist provider of professional services in health and social care to public and private sector clients. The Company is recognized for delivering high quality and innovative international development consultancy in public health and health systems in developing, fragile and emerging states (see www.manniondaniels.com).

MannionDaniels manages civil society fund called AmplifyChange. AmplifyChange supports and strengthens the work of civil society organisations focusing on key neglected areas of sexual and reproductive health and rights (SRHR) in, predominantly, Sub-Saharan Africa and South Asia. The Core Team for AmplifyChange, which coordinates the grant making process to civil society organisations, is based in Bath, UK.

Donor commitments to the AmplifyChange Fund have increased and therefore the Core Team is expanding. As part of our expansion, we are looking to strengthen our management team by recruiting an experienced Project Manager. The Project Manager will have responsibility for the day-to-day management of the AmplifyChange project. The Project Manager will oversee the delivery of this project, coordinate team inputs and directly participate in the delivery where appropriate.

The Project Manager is a new Bath (UK) based position that will work in close collaboration with the Fund Director, Deputy Fund Directors and Core Team.

Specific Tasks

Oversight and management of project activities

- Tracking of progress and performance of workplan activities (technical delivery, financial performance and risk levels) using MannionDaniels Project Management tools
- Contribute to quarterly planning process to inform resourcing and scheduling of project activities
- Implementation of Standard Operational Procedures for planning, procurement, mobilization and payments
- Implementation of Duty of Care procedure
- Oversight, tracking and management of project budgets

Management and coordination of delivery teams

- Management, support and oversight of a the AmplifyChange project working with the delivery teams comprised of the Core Team, Grant Support Team and Technical Review Panel.
- Develop and contribute to training materials for project delivery teams
- Development of terms of reference and contracts for consultants and other partners

Management of grant calls

- Scheduling and coordination of the funding windows ensuring all delivery teams are prepared for upcoming and ongoing activities.
- Contribute to internal and external communication updates on Grant Windows.
- Scheduling resources to ensure key activities are delivered on budget and on time.

Reporting and Organisation:

This is a UK based position reporting to the Deputy Fund Director of Operations with overseas travel agreed in advance.

Person Specification

- 5+ years' experience in international development or related field
- Experience of project management in a commercial setting
- Understanding of a consortium approach to delivery
- Ability to lead teams and set priorities and work plans
- Excellent team working and communications skills
- Ability to work to deadlines with excellent attention to detail
- Excellent skills in Microsoft Office products

This is a full-time position.

Salary & Package

Basic Salary range:	30,000 – 38,000 GBP
Holiday:	25 days per annum
Pension:	Employer contribution
Life Insurance:	Company Life Insurance scheme
Travel Insurance:	Comprehensive travel insurance provided