



PROJECT AND PROGRAMME OFFICER: FAIR BY DESIGN

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Project and Programme Management Officer: Fair By Design
Purpose of the role:	To provide project management, governance and team support to Fair By Design
Governed by:	The Barrow Cadbury Trust Board with advisory input from the Fair by Design Steering Group
Reports to:	Fair By Design Director
Direct reports:	None
Salary:	£34,915 - 40,285 pa full time + up to 10% contributory pension
Contract:	Fixed term contract for 3 years (with the possibility of renewal).
Location:	Barrow Cadbury Trust offices, central London, but please note that later this year the Trust will be moving to Vauxhall. The team has been working at home and is transitioning to working in a hybrid form. This is under review but there will be an expectation of 2-3 days a week office-based. You must be eligible to work in the UK before applying for this role.

Introduction

People in poverty pay more for essentials such as energy, insurance and credit. This is known as the poverty premium. Fair By Design (FBD) is a highly successful influencing programme dedicated to ending the extra costs of being poor. FBD is run by the Barrow Cadbury Trust. It is an influencing, not a grants programme.

We are looking for a talented individual with a track record of successfully managing projects, as well as providing administrative support, to ensure our operations are efficient and our programme of work runs on time and to budget. You will help us to achieve our mission of eliminating the poverty premium by ensuring our projects are supported and managed in a way

that maximises impact. You will be adept at working in partnership, building trusted relationships with our partners. In addition, you will play a key role in fulfilling our governance commitments and ensuring that our evaluation work is fit for purpose, robust and allows us to learn from our activities. You will be part of a small team, where you'll be responsible for our internal communications, from providing the secretariat to our Steering Group to diary and event management.

Responsibilities

1. Work with team and external partners to ensure FBD's portfolio of fixed term projects and initiatives are managed effectively and delivered to time. This will include developing project plans, identifying critical success factors, deliverables and milestones.
2. With the support of the FBD Director, lead on governance activities such as drafting papers for the BCT Board and providing the secretariat for the FBD Steering Group. Support other relevant meetings.
3. Prepare high quality communications/briefings for internal and external stakeholders.
4. Manage our evaluation framework, leading on the collection, collation and presentation of data.
5. Develop excellent relationships internally and externally to help ensure projects run smoothly and problems can be dealt with efficiently.
6. Support FBD fundraising activities, including drafting of applications.
7. Team administration, including diary management and logistical support for events (alongside Communications and Public Affairs Officer).
8. Work with the Trust's Finance and Administration team to ensure the smooth processing payments and lead on day-to-day update on committed spend, as well as contract management.
9. Help to ensure that the views, experiences and voices of people with personal experience of poverty and the poverty premium are reflected in our work.
10. Work flexibly as a team player and carry out any other duties that may reasonably be required.

Person specification

Skills/experience

Essential

1. Demonstrable experience of working in a project and programme management role – ensuring projects are delivered on time and within budget.
2. A track record of successful application of project management systems to real projects and programmes.
3. Excellent written and verbal communications skills including the ability to clearly summarise complex or lengthy documentation, and experience of producing written materials for different audiences, using Plain English.
4. A team player, able to quickly develop collaborative working relationships both within and outside Fair by Design team and Barrow Cadbury Trust.
5. Commitment to learning from people with lived experience of poverty and the poverty premium and using that learning to further FBD's objectives.
6. An understanding of and evidenced commitment to diversity, equity and inclusion, especially as they relate to our work.
7. Excellent interpersonal skills and can demonstrate initiative and ability to work independently and be proactive, willing to get stuck in with what needs to be done.
8. Excellent admin, organisational, time management and prioritisation skills.
9. Willingness to work within a Quaker derived social justice value base.

Desirable

- A recognised project or programme management qualification
- Lived experience of poverty and the poverty premium.