



Junior Project Manager

Reports to: Programme and Change Manager

We are an ambitious organisation and have a big and exciting list of projects we want to deliver, which we know will happen with the right team. We are looking for someone who understands our culture and has a shared vision of being different. As a member of the team you will be working within the Operations Hub of Red Kite to help us deliver our change programme and delivering improvements to the way we deliver our services for our tenants and the wider community. You will work with staff, Board members and tenants as sponsors of projects and as project team members.

What we need you to do:

- Take responsibility for managing Local Projects to help us move forward with our change programme. These are our smaller scale projects, normally run within teams
- Support Project Managers in the delivery of major projects. Have a can do approach – actively taking responsibility for tasks to help drive projects forward
- Identify and define requirements for projects to support continual improvement and development
- Understand the needs of the business and our teams to ensure that we deliver what we need
- Make sure our customers inspire and influence the design, delivery and outcome of everything we do
- Help with making sure our vision, mission and values influence every aspect of our business
- Build good relationships across the business.

What you will be responsible for:

- Leading multiple local projects from helping Project Leads to fully scoping the projects and assisting in their ongoing management and delivery
- Developing project plans and monitoring them to ensure key actions are being completed
- Planning and organising meetings, activities and programmes of work to ensure the project(s) you are working on continue to move forward
- Ensuring you work using our project methodology as your guideline
- Producing regular update reports for the projects you are supporting
- Ensure that all risks and issues are identified and effectively managed
- Deliver presentations where needed
- Positively promote the successes of the projects you work on, and their benefits for the organisation



What our teams will see in you:

- A person who can inspire and motivate project teams
- A flexible, confident, persuasive and dynamic communicator
- An organiser who can prioritise workload and meet deadlines
- Someone who takes responsibility for tasks to ensure projects maintain momentum
- A person who leads by example and personally demonstrates our organisational values and behaviours
- Someone who supports them to deliver on projects, and someone that they can go to for guidance on their projects
- A passionate and committed colleague – an asset to the projects they work on

Ideally, you will have come from:

- An environment where you have gained experience in supporting projects using a project methodology framework.
- A place where you have demonstrated your personal impact in making a difference and delivering projects

As a person, you will:

- Have really good verbal and written communication skills, but in particular a strength for engaging colleagues to ensure they are committed to the projects you are working on
- Be able to build effective and productive working relationships with staff across the business
- Be highly organised, prioritising in a busy environment
- Be accurate, diligent and conscientious
- Be excellent at report writing
- Be confident and able to work independently
- Look for solutions when faced with obstacles
- Be a creative 'out of the box' thinker who looks at new ways we can approach things
- Be committed to the aims of ambitions of the company and broader issues of social housing
- Have a sense of energy about you that people can feed off
- An enthusiasm and desire to build your skills and knowledge
- Able to produce project plans using project scheduling tools