JOB TITLE:	IT Project Manager
RESPONSIBLE TO:	Development Director
OVERALL OBJECTIVES	To coordinate, develop and manage the implementation of the IT Strategy

MANAGEMENT AND ADMINISTRATION

Duties:	Core Value:
• To provide technical oversight of the IT Strategy, advising the Development Director and make recommendations to inform decision making	2
• To work with the Development Director to plan, manage and control the implementation of the IT Strategy including:	2
o Advising on the ITT process where applicable	2
o Writing internal and external papers where applicable	2
o Being fully responsible for the delivery of the IT Strategy	2
o Advising on budget expenditure	5
o Providing recommendations and managing contractors to ensure the minimum amount of disruption occurs to the day-to-day operations of the Foundation	5
o Identifying and managing risks in relation to business continuity, health and safety, data protection, financial and technical aspects of carrying out the IT Strategy	2 5
• Liaise with external contractors to ensure ITT contracts are delivered on time, on scope and on budget, ensuring best value for money and the best technical solution for the Foundation of Light	2 2
• Maintain working practices in line with Foundation equal opportunities and child protection policies	2
• Ensure any reports are completed accurately and on time	2
• Evaluate efficiency and progress of project delivery	2
• Work within the established administrative and financial systems to ensure smooth running/quality of projects.	2
• Be aware of, adhere to, and assist with the development of health and safety practices.	2
• Maintain the highest levels of quality	2
• Maintain the highest level of professionalism and confidentiality	2

DEVELOPMENT

Duties:	
• Initiate new initiatives where applicable	2
• Oversee the project as identified	4
• Provide consultancy where required	2
• Oversee the development of the project and evaluate strategies as appropriate	2
• Contribute to, and attend, local and national meetings where appropriate	4
• Represent Foundation at local, regional and national meetings and events	2
• Attend any relevant training	2
• Keep up to date with relevant reports and trends	2
• Undertake specialist projects as identified by Development Director	2
• Maintain up-to-date reporting	2
• Assist the Development Director in completing bids for funding where required	2
• Undertake quality audit	2

Key to Foundation of Light Core Values:
1 We work as a team

2 We are professional
3 We are proud of what we do and dedicated to achieving our goals
4 We are progressive and forward thinking
5 We are fully committed to achieving the best for our customers and communities
6 We are passionate and enthusiastic

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.

Acceptance of the job description by the Employee:

Signed   ……………………………………….

Print Name   ……………………………………….

Dated   ……………………………………….

PERSONAL SPECIFICATION		
Skills:	**Essential/Desirable:**	**Core Value:**
Report Writing	E	**2**
Communication including oral and written	E	**2**
Planning and organization	E	**2**
Team work	E	**1**
Ability to work on own initiative	E	**2**
Interpersonal	E	**2**
Handling conflict	E	**2**
Creativity and imagination	E	**4**
ICT / Administration	E	**2**
Ability to work under pressure and to tight deadlines	E	**5**
Group work facilitation	E	**1**
Multi-tasking	E	**2**
Managing people	E	**1**
Negotiation	E	**2**
Possess an innovative and energetic approach to the development of IT strategies and solutions	D	**5**
Manage Budgets	D	**2**
Leadership	D	**1**
Problem solving	D	**2**
Experience:		
At least three years recent experience of managing IT projects including networking	E	**2**
Programme Coordination and management	E	**2**
Budget planning and management	E	**2**
Writing grant returns	E	**2**
New Media	E	**2**
Monitoring and evaluating mechanisms	E	**2**
Multi-agency working	E	**5**
Administration	D	**2**
Working with all sectors of the community	D	**5**
A comprehensive knowledge and understanding of cloud based solutions including Office 365, Google Apps and their associated SWOTs to organisations	D	**4**
Dealing with people at all levels	D	**2**
Experience of managing contractors as part of an ITT	D	**5**
Strategic planning and delivery	D	**4**
Qualities:		
Commitment	E	**5**
Sense of humour	E	**2**
Flexibility	E	**1**
Honesty	E	**2**
Initiative	E	**5**
Motivation	E	**5**
Enthusiasm	E	**6**
Patience	E	**2**
Diplomacy	E	**2**
Persistence	E	**2**
Determination	E	**5**
Commitment to equal opportunities	E	**2**
Display a flexible approach to working hours	E	**5**
Strategic thinker	D	**4**
Professional	D	**2**
Knowledge:		
Possess a sound knowledge of IT systems, networks, connectivity, cloud based solutions, hardware options, software	E	**5**
Safeguarding	E	**2**
Self awareness	E	**2**
Monitoring and evaluation systems	D	**2**
Knowledge of SAFC Foundation and other agency delivery	D	**5**
Knowledge of communities and schools in Sunderland	D	**5**

Understanding:		
Customer service	E	**2**
Of the need to work anti-social and flexible hours	E	**5**
Possess an empathetic attitude to working for an organisation which works with disadvantaged children, young people and families	E	**2**
The delicate balance between persistence and pressure	E	**2**
Office systems and set ups	E	**2**
Qualifications:		
Recognised Industry Standard IT Networking and Project Qualifications	E	**2**
First Aid	E	**2**
Driving license	E	**2**
Equivalent to GCSE in Maths and English	E	**2**
Project Management Qualification	D	**2**
ICT qualification at level 3 or above	D	**2**