

JOB DESCRIPTION

JOB TITLE:	LE: IT Project Manager		
RESPONSIBLE TO:	Development Director		
OVERALL OBJECTIVES			
MANAGEMENT AND ADM	IINISTRATION		
Duties:		Core Value:	
 To provide technical oversight of the IT Strategy, advising the Development Director and make recommendations to inform decision making 			
	evelopment Director to plan, manage and control the implementation	2 2	
	n the ITT process where applicable	2	
	ernal and external papers where applicable	2	
	responsible for the delivery of the IT Strategy	5	
 Advising on budget expenditure Providing recommendations and managing contractors to ensure the minimum amount of disruption occurs to the day-to-day operations of the Foundation 			
 Identifying and managing risks in relation to business continuity, health and safety, data protection, financial and technical aspects of carrying out the IT 		2	
Strategy	a protestion, illiantial and testinical aspects of carrying out the H	5	
0,	contractors to ensure ITT contracts are delivered on time, on scope	2	
	suring best value for money and the best technical solution for the	2	
Foundation of Light			
 Maintain working practices in line with Foundation equal opportunities and child 		2	
protection policiesEnsure any reports	are completed accurately and on time	2	
	and progress of project delivery	2	
 Work within the established administrative and financial systems to ensure smooth running/quality of projects. 		2	
	e to, and assist with the development of health and safety practices.	2	
Maintain the highest levels of quality		2	
 Maintain the highes 	st level of professionalism and confidentiality		
DEVELOPMENT			
Duties:			
 Initiate new initiative 	es where applicable	2	
 Oversee the project 	·	4	
Provide consultance		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	
•	ment Director in completing bids for funding where required	2	
 Undertake quality a 	· · · · · · · · · · · · · · · · · · ·	2 2	
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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 descrip	otion by the Employee:
Signed	
Print Name	
Dated	

Skills	PERSONAL SPECIFICATION	PERSONAL SPECIFICATION				
Report Writing		Essential/Desirable:	Core Value:			
Communication including oral and written E 2 Team work E 1 Ability to work on own initiative E 2 Interpersonal E 2 Inadicing conflict E 2 Creativity and imagination E 2 Creativity and imagination E 2 Circ V. Administration E 2 Ability to work under pressure and to tight deadlines E 2 Group work facilitation E 1 Group work facilitation E 2 Managing people E 1 Megotiation E 2 Menaging people E 1 Negotiation E 2 Managing people E 1 Managing people E 1 Managing people E 2 Managing Budgets D 2 Leadership D 1 Problems solving E 2 Experience:	Report Writing	E				
Planning and organization		E	2			
Team work						
Ability to work on own initiative E						
Interpersonal						
Handling conflict						
Creativity and Imagination						
ICT / Administration						
Ability to work under pressure and to tight deadlines Group work facilitation BE 1 Multi-tasking E 2 Managing people E 1 Negotiation Possess an innovative and energetic approach to the development of IT strategies and solutions as innovative and energetic approach to the development of IT strategies and solutions and problems of the problems			<u> </u>			
Group work facilitation						
Multi-tasking	Ability to work under pressure and to tight deadlines	<u>L</u>				
Multi-tasking	Group work facilitation	F	1			
Managing people						
Negotiation						
Possess an innovative and energetic approach to the development of IT strategies and solutions solutions solutions Manage Budgets D D 2 Leadership D D 2 Experience:			<u> </u>			
solutions Manage Budgets D D 2 Leadership D D 2 Experience: At least three years recent experience of managing IT projects including networking E Frogramme Coordination and management E E 2 Budget planning and management E E 2 Writing grant returns E E 2 Monitoring and evaluating mechanisms E E 2 Monitoring and evaluating mechanisms E E 2 Monitoring and evaluating mechanisms E E 2 Monitoring and least three years recent experience of managing IT projects including networking E E 2 Writing grant returns E E 2 Monitoring and management E E 2 Monitoring and evaluating mechanisms D 2 E E E D 5 Administration D 2 E C C C C C C C C C C C C C C C C C C						
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Experience:			-			
At least three years recent experience of managing IT projects including networking		υ				
Programme Coordination and management			•			
Budget planning and management						
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Knowledge of communities and schools in Sunderland D 5		D				
	Knowledge of communities and schools in Sunderland	D	5			

Understanding:				
Customer service	Е	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	Е	2		
Qualifications:				
Recognised Industry Standard IT Networking and Project Qualifications	Е	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		