

- Post title:** Project Manager
- Responsible to:** Chief Executive
- Responsible for:** Project Delivery
- Location:** OACP, Napier Court, 9/10 Napier Court, Barton Lane, Abingdon OX14 3YT with home-based working
- Salary:** £35,000 pa (pro rata to hours worked - FTE 37 hour per week)
- Hours of work:** 30 hours per week over 5 days
- Contract length:** Temporary for one-year with an option to extend for a further year

Main Purpose:

To design, lead, promote and deliver specific projects as directed by OACP working alongside key partners such as Oxfordshire County Council, NHS Foundation Trusts and Oxfordshire Clinical Commissioning Group. In particular, in partnership, devise, lead and promote specific programmes of work to deliver agreed objectives. Initially, programmes of work will be focused on:

- Trusted Assessor programme
- 7-day services delivery programme

These projects will be delivered in partnership with our public sector partners and the post-holder will take lead responsibility for ensuring that all project requirements, deadlines, and schedules are on track. Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.

To be a successful candidate, you will need to have proven experience in project management and the ability to lead project teams of various sizes.

Key Responsibilities:

1. Coordinating with cross partnership colleagues to ensure that all parties are on track with project requirements, deadlines, and schedules.
2. Arranging and meeting with project team members to identify and resolve issues.
3. Submitting project deliverables and ensuring that they adhere to quality standards.
4. Preparing status reports by gathering, analysing and summarising relevant information.
5. Establishing effective project communication plans and ensuring their execution.
6. Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
7. Coordinating the development of other documents as needed to enable successful implementation and turnover of the programme.
8. Identifying and developing new opportunities with partners.
9. Obtaining partnership agreement of project deliverables.
10. Managing stakeholder satisfaction within project transition period.
11. Conducting post project evaluation and identifying successful and unsuccessful project elements.

Project Manager Requirements:

Essential	Desirable
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A bachelor's degree or master degree in a related field.	Budget management experience
Proven experience in project management.	Project Management qualification
Ability to lead project teams of various sizes and see them through to completion.	
Strong understanding of project management methodologies.	
Able to complete projects in a timely manner.	
Ability to work in a complex environment with multiple stakeholders.	
Ability to manage diverse demands by a variety of stakeholders.	

Key skills required	Key knowledge required
Self-management	Microsoft Office
People management	Google Suite
Decision making	WordPress
Data entry	
Data processing	
Report writing	
Critical thinking and problem solving	

This is a description of the job as it is constituted at present. It is the practice of OACP to review job descriptions periodically and update them. This process will be conducted in consultation with the post holder.

The post is open to home-working, or can be based at our office in Abingdon.

Some travel will be required to meet social care providers and attend meetings inside and outside Oxfordshire.

Two references will be required, including from your current or most recent employer.

July 2019

About OACP

OACP is the trade organisation for all adult social care providers in Oxfordshire. We work with all providers delivering support and care for any condition in any setting, both registered and un-registered.

We are a membership body, but we have connection and contact with many organisations beyond our membership. Some of our members are registered with the Care quality commission and some are non-registered. We also have members and partners based in the voluntary and commercial sectors. Our members are care homes, home care providers, supported living providers, mental health charities and day time support and information & advice organisations.

We work closely with the County Council and the Clinical Commissioning Group in Oxfordshire. We are partly grant funded by Oxfordshire County Council and partly income generating through membership fees, training delivery, commercial partnerships and advertising revenue through our flagship magazine, Talking Care.

We stand up for adult social care to promote good news stories and also support best practice and promote good care. We liaise regularly with media outlets and represent the sector when needed. We facilitate forums for diverse parts of the sector and work alongside national organisations including Skills for Care and the Care Association Alliance.

We manage the register for approved personal assistants under the Support with Confidence scheme on behalf of Oxfordshire County Council.

Working for OACP is stimulating and provides an insight into today's delivery of adult social care and the pressures it faces. We are a small organisation with just three paid employees and a small Board of Directors. After being incorporated in January 2014, we are now part of the fabric of adult social care in Oxfordshire.

Find out more at:

www.oacp.org.uk

<http://talkingcare.online>

Find us on Twitter, Facebook and Instagram.