

Job Title: Project Manager – Database Implementation

Location: London

12 Month Fixed Term Contract

Salary: Circa £35 - £40k Per Annum

Closing date: Open until filled



Project Manager – The Role

An exciting opportunity has arisen for an experienced Project Manager to join our Programmes Department in London responsible for the development and implementation of a Database. You will oversee projects to ensure the most efficient resources are used and key stakeholders are engaged and satisfied. You will be key to fulfilling our vision for a unified system that will improve organisational knowledge and access to programme information.

Your remit will be to work closely with an external agency to ensure the Database is procured and delivered on time as well as co-ordinating internal resources to execute the project. As an experienced Project Manager, you will implement essential project management disciplines to underpin successful delivery.

This will involve playing a central role in championing and embedding a consistent programme management approach ensuring accountability, transparency and quality.

You will deliver consistency and cohesion across programme operations as well as provide analysis and insight to drive continuous improvement and enhance the overall performance of our campaigning.

We will also look to you to oversee project meetings and deliver regular organisational reporting. Important too will be the ability to train, coach and mentor global programme staff to make sure that essential skills, competencies and capacities are strengthened both at international and local level.

Project Manager – Requirements

- Experience as a Project Manager within the private, public and/or charity sectors where you will have gained experience in building and launching new programmes of activity. A recognised project management qualification such as Prince2 would be an advantage.
- Comfortable working on international and multi-stakeholder projects, you can motivate teams to deliver first class and inspiring strategic work to support organisational objectives.
- You will be used to overseeing project management systems, controlling budgets and converting operational and strategic plans into effective actions.
- An excellent communicator you will possess first class analytical and decision-making skills too.
- Knowledge of animal welfare or conservation and environmental issues would be an advantage.

How to Apply

If you want to be part of our dynamic organisation and help us move the world to protect animals then please send us a copy of your CV, salary expectation and cover/motivation letters addressing your skills and experience relative to the role to recruitment@worldanimalprotection.org

Due to the large volume of applications that we receive, we will not be acknowledging receipt of your application. If you do not hear from us within 3 weeks of the closing date, please consider your application as unsuccessful.

World Animal Protection is an equal opportunity employer and committed to providing equal opportunities for everyone regardless of their background.

The successful candidate must have permission to work in the position location by the start of their employment.

Who are we?

We are World Animal Protection.

For over 50 years we have moved the world to protect animals.

We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

We stop the exploitation of wild animals for entertainment and profit. We protect pets and working animals in communities across the globe. We campaign for better farm animal welfare and fight against factory farming. We also help animals when disaster strikes.

Our vision is a world where animals live free from suffering. We are working to help people to see how important animals are to all of us.

We are determined to influence decision makers to put animals on the global agenda and inspire people to change animals' lives for the better. Today we're working on projects to end animal suffering by helping governments and communities to protect and care for their animals.

Why Work for us?

We move the world to protect animals globally but there are many other reasons to join our organisation. We are a truly global organisation with offices in Australia, Brazil, Canada, China, Costa Rica, Denmark, India, Kenya, the Netherlands, New Zealand, Sweden, Thailand, UK and USA. We employ over 380 people globally covering campaigns, media, fundraising, operations, finance, administration and human resources.

As well as competitive employee benefits we want our employees to grow with us and build their careers within World Animal Protection and therefore encourage internal applications. We have a strong track record of offering existing staff promotions as well as secondments and position changes within the organisation.



Job Description

Programmes Database Project Manager

We are World Animal Protection.

We end the needless suffering of animals.

We influence decision makers to put animals on the global agenda.

We help the world see how important animals are to all of us.

We inspire people to change animals' lives for the better.

We move the world to protect animals.

World Animal Protection is a truly global organisation, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animal welfare matters, and animal cruelty has ended. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

Job Title: Programmes Database Project Manager

Location: London, UK

Global/Local¹: Global

Reports to: Global Director of Programme Operations

Reportees: None

Budget holder: No

Main Purpose of the role

The role will be required to oversee the procurement, development and implementation of a Database for the Programmes Department at World Animal Protection. The project manager will oversee projects to ensure the desired result is achieved, the most efficient resources are used and the different interests involved are satisfied.

We need to improve organisational knowledge and access to programme information in order to build consistency, visibility, transparency, efficiency, and continuous improvement. Our vision is for a unified system that will meet the organisation's requirements in relation to:

- stakeholder engagement management
- project planning and management activities
- workflow
- management and allocation of resources
- time recording (including monitoring time against associated budget)
- performance analysis and reporting, including monitoring and evaluation
- integration with other systems
- software configurability and flexibility
- international support
- cost.

A number of different solutions are being considered the forerunners being Salesforce and Microsoft Dynamics.

The role is being recruited on a 12-month fixed term basis.

Accountabilities

- To work with an external agency to ensure the Programmes Database goes through correct procurement to delivery on time and to meet organisational deadlines
- The role holder will comply with the organisation's policies and procedures.

Duties and Responsibilities

Functional

- Coordinating internal resources and third parties/vendors in the execution of projects
- Ensuring that all projects are delivered on-time, within scope and within budget
- Develop detailed project plans to track progress and ensure project stakeholders and management are kept appropriately informed of project status
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Review and document current processes and ensure they are fit for purpose
- Document both high-level and detailed requirements
- Brief potential suppliers. Send out requests for information, review responses and assist with short-listing
- Manage the implementation of new systems and system developments, ensuring that users are suitably trained to use the system effectively
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors, ensuring that the best value is obtained for the organisation
- Create and maintain comprehensive project documentation
- Work closely with colleagues in Programme Operations and the International IT team to review the longer-term reporting requirements for the organisation and ensuring that any necessary integration with other systems is achievable.
- Carry out appropriate ad hoc tasks as requested by the Global Director of Programme Operations

Organisational responsibilities

- Delivery of World Animal Protection's Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment
- Work cooperatively with external organisations, teams within World Animal Protection and in the wider animal welfare movement to pursue programme objectives and wider organisational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.
- Help secure resources (income) and reach (people and partnerships) by actively contributing to our supporter relationships, fundraising, communications, and donor reporting.
- Actively participate and support the organisation to ensure that we manage our resources (financial, staff and IT) efficiently and effectively by improvement of systems, reporting and compliance.
- Contribute to a learning culture and create a positive working environment for staff.

- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.
- Take responsibility for their own health, safety and welfare, comply with H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- The post holder may be required to travel internationally to provide support or participate in World Animal Protection's activities as and when required.

Skills and Experience

Essential

- A strong communicator, with the ability to explain technical information effectively to non-technical staff and to build strong relationships with colleagues around the world
- Strong project management skills, able to work to tight deadlines
- Ability to concurrently manage multiple projects of varying sizes and complexity
- A successful track record of using, managing, and developing information systems in a group environment
- Hands on training experience
- Proven business partnering capabilities
- Pro-active, able to work unsupervised to identify improvements to processes and increase efficiency within the department
- Solid organizational skills including attention to detail and multi-tasking skills

Desirable

- Experience of Salesforce and/or Microsoft Dynamics

Qualifications

- Prince 2, PMP, AgilePM, or qualified by experience

Desirable

- IT qualification or degree
- Experience working in the charity or NfP sector
- Worked on international projects

Last reviewed/updated: *July 2018*

*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

¹A **global role** works across geographic boundaries with a remit to enable the delivery of strategic organisational activity across the world, providing direct input and support at a local level as required. A **local role** is primarily focussed on the delivery of strategic organisational activity within a country or location, providing information and input to global strategy and directions as required.