

Job title	Assistant Project Manager		
Job family	Project Management	Band	C

Job purpose

To work together with a business or product owner to deliver one or multiple projects, deliver expected outcomes and meet stakeholder expectations within the brief and constraints of time, cost, scope and quality; and to use appropriate approaches and techniques for the project and domain.

Project management is applied in different domains, for example, IT digital, construction, business process, broadcast engineering. Projects may stand alone, be part of a programme and/or a product lifecycle.

Key responsibilities and accountabilities

Manage one or more projects, or lead a workstream within a project.
 Possesses the core capabilities of the Project Manager but requires less experience. Is assigned to smaller projects and/or may report to a more senior project manager on larger projects.

Responsible for project delivery using a suitable frameworks and techniques (e.g. iterative and incremental, or sequential).

Typical indicators at this level are:

- A repeatable project approach, delivering a specific capability, outcome or target;
- A project or series of projects up to 12 months in duration;
- Financial or staff to a budget of <£0.5m, and delivery teams comprising non-direct reports.

Approach and planning

- Help the programme/project lead articulate the objectives/outputs/high-level benefits to be delivered by the project.
- Contribute to the business or financial investment case.
- Ensure common clarity of scope, good estimating, solution development and management of risk.
- Support the production of a project management plan¹ (PMP) or equivalent document to get agreement with stakeholders for the purpose, nature and scope of the project and secure the mandate to proceed into shaping the project.
- Draw on own experience, seek out relevant lessons learnt from other projects and share these with the project lead.
- Make effective use of lessons learnt to deliver efficiently.
- Mobilise a project team and establish the organisation structure.
- Plan timely reviews/retrospectives and put in place the lessons.

Delivery

- Identify, track and manage progress, risks, issues, assumptions, dependencies, interdependencies and changes.
- Make effective use of reporting, communication and escalation (when outside agreed

¹ BBC terminology - an equivalent document may be a detailed Project Initiation Document (PID)

constraints).

- Manage people (including third parties) and other resources.
- Ensure all expenditure (or activity) is accounted for and reconciled to budget/plan. Provide forecast to complete or value returned to inform decision making.
- Ensure adherence to relevant BBC policies and standards. Including project management, health and safety, financial, legal, technology and other compliance requirements.

Approvals, Governance and Benefits

- Contribute to the relevant documentation (e.g. Business Case, PMP) to secure investment (if required) or resource allocation.
- Contribute to oversight forums (e.g. Project Board, Product Direction Group).
- Provide management information to senior stakeholders, and other relevant governance forums.
- Where required, put in place benefits realisation plan, and handover to business owners.

Stakeholders, Change, and Communication

- Work with stakeholders to establish scope, critical success factors, deliverables, outcomes and benefits. Ensure understanding of the impact of any trade-offs and decisions by relevant stakeholders.
- Plan and manage stakeholder communication to achieve engagement.
- Build relationships with stakeholders, fostering innovation, effective working and address issues.
- Plan and complete change management activities (e.g. training, communications) to ensure business adoption.

Knowledge, skills, training and experience

Essential

- Some experience of working on, managing or leading projects successfully (including planning, problem solving, managing risk and budget or resource responsibility).
- Working knowledge of the project lifecycle, products, techniques and methodologies.
- Understanding of, and ability to utilise, good practice in all aspects of project management, including the drivers of success and sources of risk for the project domain.
- Good and well-practiced communication (spoken, written, listening), inter-personal and influencing skills, with the ability to bridge specialism and business through user-friendly language.
- Ability to effectively deal with a range of stakeholders, navigate changeable environments and achieve desired outcomes.
- Knowledge of relevant legislation and procedures for the domain, including procurement, contract management, environment, and health and safety.
- Basic Microsoft Office skills, including MS Project, JIRA and Register, and experience manipulating data to make it meaningful for different audiences.

Desirable

- A recognised project management qualification (e.g. PRINCE2, APM to foundation levels).
- Worked on a minimum of two sizeable projects.
- Agile project management awareness and facilitation skills.

Other information	
For Reward team use only	
Job Code	
Definition:	Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix – Programme and Project Officer (BBC Children in Need)

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Programme and Project Officer (BBC Children in Need)
Reports to (title)	Fundraising Manager
Location base	London

Organisation structure	
<p>We are looking for an Officer who can support both the charity’s Fundraising and Funding Partnerships Team teams. The Officer will be an active team member, with the ability to work in an agile way across teams and partnerships as required.</p> <p>Within the Fundraising team, the Officer will work alongside several internal teams to develop and deliver a new social action focussed marketing campaign for our school supporters. Specific responsibilities within the Funding Partnerships team includes project management and coordination, communications including events and stakeholder engagement, development of insight, responding to corporate enquiries and with general administration.</p> <p>We are excited to be recruiting for a new hybrid role that will sit across the Fundraising and Funding Partnerships Team and focussed on our new programme of activity supporting youth social action and youth leadership titled ‘Sharing Power’ - including the organisation’s important work and commitment to ‘Black Futures’.</p> <p>The work of the Funding Partnerships team has grown significantly over the past year, with a wide range of impactful new partnerships being built and in the pipeline. The Programme and Project Officer will support the work of the team, with a focus on all aspects of our Sharing Power programmes, in particular providing project management, administration, communications, stakeholder management.</p> <p>Within the Fundraising Team, the Programme and Project Officer role will be responsible for the development and delivery of a school social action campaign (part of the wider #iWill partnership agreement). The Officer will work closely with internal teams within the CiN, partner organisations and wider BBC, to implement an integrated communications campaign and high-quality teaching and student resources.</p>	

Additional job specific responsibilities and accountabilities

Key Responsibilities

- Project management and coordination of all areas of activity associated with our sharing power Funding Partnership and Schools programme.
- Working with the Fundraising, Funding Partnerships, Insight, Editorial and Marketing teams to project manage and develop integrated schools facing campaign. Specifically, to agree campaign timings, themes, digital content, stories and teacher/student resources.
- Manage and develop relationships with key partners and potential partners including with the charity’s education resource provider, wider BBC teams on collaboration opportunities and a range of external stakeholders.
- Work with teachers and young people from schools and CiN funded projects to ensure the campaign is engaging, accessible and young-person led, from design to delivery.
- Internal and external communication, dissemination and engagement, for example:
 - Drafting and delivering key communications
 - Development and management of events for key stakeholders and audiences
 - Administrating and supporting relevant partnership stakeholder meetings
 - Oversight and delivery of reporting and engagement activity for our funding and editorial partners (including coordinating six monthly partner reports and sourcing and collating case studies for partners,)
- Support relevant pieces of insight, working closely with the Insight Directorate and Funding Partnership colleagues

Approval

Manager	Pamela Chowdhury, Fundraising Manager
HR Business Partner	Jenny Wroe
Date	October 2021