



# Junior Project Manager Applicant Information Pack

## **The Scout Association**

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**Patron:** HM The Queen **President:** HRH The Duke of Kent **Founder:** Robert Baden-Powell OM **Chief Scout:** Lt Cdr (Hon) Bear Grylls RN

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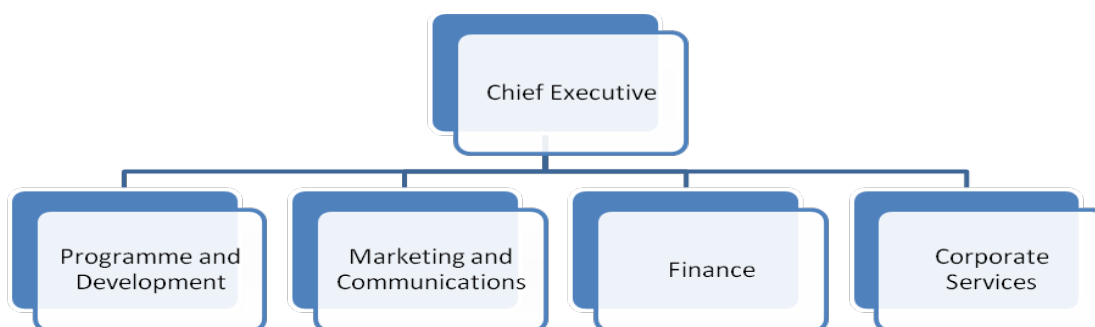
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## Introduction

Thank you for your interest in the above role. This document does not form part of the terms and conditions, but aims to give you more information about the role, its context and an outline of the work you could be involved with.

## Background to The Scout Association's Headquarters

The UK headquarters of The Scout Association is based at Gilwell Park, Chingford, London, and is operationally divided into four directorates:



## Outline of Role:

The Junior Project Manager is to assist the Project Manager plan, execute, and finalise projects according to strict deadlines and within budget. This may include acquiring resources and coordinating the efforts of team members and third party suppliers, contractors or consultants in order to deliver projects according to plan.

## Applications:

The closing date for applications is noon on 01 August 2012.

Please ensure in your application form, that you provide a statement as to why you believe you are suitable for the role and what you believe you could bring to the post. Ensure you address the points in the person specification (as attached in the relevant job pack).

Please download both the application form and fill in the recruitment monitoring form online. The application form should be emailed to [human.resources@scouts.org.uk](mailto:human.resources@scouts.org.uk) before noon on 1 August 2012. Interviews will be held at Gilwell Park on 13 August 2012.

**Please note that if you have not heard from us within two weeks of the closing date please assume that your application has been unsuccessful.**

## Job Description: Junior Project Manager

<b>JOB TITLE: Junior Project Manager</b>	<b>JOB HOLDER:</b>
<b>REPORTS TO: Business Systems Manager</b>	<b>LOCATION: Gilwell Park</b>
<b>DIRECTORATE: Finance</b>	<b>DEPARTMENT: IT</b>
<b>NUMBER OF JOB HOLDERS: 1</b>	<b>DIRECT REPORTS: None</b>
<b>DATE OF JOB DESCRIPTION: 05/2012</b>	<b>TSA RANGE: Band C, Level 1-5</b>

### 1. PURPOSE OF THE JOB (all positions)

The Junior Project Manager is to assist the Project Manager plan, execute, and finalise projects according to strict deadlines and within budget. This may include acquiring resources and coordinating the efforts of team members and third party suppliers, contractors or consultants in order to deliver projects according to plan.

This will include administrative tasks required for the smooth running of a project such as scheduling meetings, booking rooms and resources, organizing venues, taking minutes, creating presentations, document management, project plans maintenance and more.

The Junior Project Manager will also run small to medium projects on his/her own.

### 2. DIRECTORATE/DEPARTMENTAL OVERVIEW (and where the job fits in)

The job is based at Gilwell Park Head Office in the Business Systems Team. The primary focus will be on Project Compass however you may be involved in other projects as well as having small projects assigned directly to you.

#### 3a. GUIDANCE AND AUTHORITY (managers only)

#### 3b. DETAILS OF ANY LIMITS/AUTHORITY LEVELS/SUPERVISION OF STAFF (supervisors only)

N/A

#### 4. QUANTITATIVE DIMENSIONS OF THE JOB (managers only)

N/A

#### 5. PRINCIPAL RESPONSIBILITIES (all positions)

##### PRINCIPAL ACCOUNTABILITIES

- Managing parts of or whole projects in line with the TSA Project Approach.
- Helping to create a business cases, defining project scope, product descriptions, goals and deliverables. Keep project plans up to date.
- Draw up draft communications according to stakeholder engagement plans. Maintain contact and communicate with all stakeholders when required.
- Identify and raise issues and risks and recommend action to resolve.
- Responsible for the administration of the projects including keeping all documentation according to established Prince 2 model project approach.
- Monitor all project documentation for completeness and for version control.
- Report on progress of work in regards to projects.
- Report on progress of all communication to/from stakeholders
- Co-ordinate schedule and organise meetings
- Attend meetings and take minutes and action points. Distribute these once written up.
- Respond to queries from various sources in a timely manner regarding the project
- Collection and analysis of project data.
- Oversee and keep a monitor on the obligations of contracts and SLAs and be able to advise on these to team members.
- Maintaining and ensuring an effective and efficient office environment
- Ensure a thorough understanding of all elements of the Project Team to provide an effective and informed service to colleagues and customers.
- Represent the Project Team at occasional meetings as requested by the Project Manager

#### 6. MAJOR CHALLENGES (managers only - not obligatory)

N/A

## 7. OTHER INFORMATION

- Occasional unsocial hours working, including weekends and evenings.
- Occasional travel required

## 8. KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL (all positions)

	<b>E = Essential</b>	<b>HD = Highly Desirable</b>	<b>D = Desirable</b>
<b>Skills &amp; Knowledge</b>	GCSE English and GCSE Maths		E
	Prince 2 qualified		E
	Organised with attention to detail		E
	Customer service focused		E
	Ability to assist project manager and project teams members		E
	Excellent knowledge of the MS suite (Word, Excel, Outlook, Vision, MS Project)		E
	Knowledge of the MS Suite incl MS Project		HD
	Document management skills		E
<b>Experience</b>	Minimum of one year in working with a range of projects as a project administrator		HD
	Experience as project manager on small to medium project		D
<b>Personal qualities and attitudes</b>	High level of oral, written and computer software communication skills		E
	Efficient and able to prioritise tasks		E
	Self starter		HD
	Understanding of the voluntary sector		D
	Ability to work according to tight deadlines and under pressure.		HD
	Creative and problem solving thinking		D
<b>Special requirements</b>	Able to provide occasional out of hours support.		E
	Able to travel on occasional Scout Association business		E



## What's in it for me?

### Annual Salary:

Starting salary non negotiable at £20,321 (including outer London weighting) which represents Level 1 of Band C with the possibility to increase on an annual incremental basis by 1 level (subject to satisfactory performance), to a maximum of Level 5 £23,597.

Salaries are paid monthly by direct transfer on or about the 20<sup>th</sup> of the month. Overtime is not paid although time of in lieu may be authorised.

**Hours of Work: 35 hours per week**

**Location: Gilwell Park**

**Holiday Entitlement: 23 days per year plus bank holidays.** This increases after two years service to **26 days** and after five years to **30 days**.

**Probationary Period:** This post is subject to a 6 month probationary period.

**Notice Period: 1 month**

### Employee Benefits – an introduction

The Scout Association is keen to ensure that employees are offered a range of attractive benefits. At the same time, we also need to cater for a variety of needs and lifestyles.

Benefits apply to employees **upon completion of three months in their role unless otherwise stated.**

#### Looking after your health and wellbeing

##### Simply Health medical scheme

Employees have access to the Simply Health medical scheme. Full details are available on employment but a summary of the benefits is as follows:

- Dental 100% - up to £120
- Optical 100% - up to £120
- Face to face counselling sessions – up to 6 sessions
- Private consultation and diagnostics 100% - up to £300
- Physiotherapy/Osteopathy/Chiropractic/Acupuncture/Homeopathy 75% - up to £300

There is an opportunity to add a partner and up to four children to this scheme at an additional cost to the employee.

##### Sickness Absence

The Association pays sickness above the statutory minimum requirement.

##### Keeping fit and active

Employees can benefit from discounted rates on gym membership. Being a member of the Health Club and Wellbeing Scheme gives you and your family access **to the lowest corporate membership rates at over 2,000 health clubs, gyms and leisure centres across the UK.**

##### Food and Drink

Free lunch is provided to all employees when they are working at Gilwell Park, between Monday and Friday. Alternative arrangements are in place for staff at our Scout Activity Centres. Free beverages are available at all sites. This benefit is available immediately upon taking up employment.

## Looking after your future

### Pension

For all employees, the Association has a Group Personal Pension Plan. This plan allows employees to contribute a minimum of 1.5% of their gross salary up to the maximum allowed within HMRC limits. The Association will contribute twice the employee's contribution, up to a maximum of 10% of gross salary.

### Life Assurance

All employees are covered by a scheme which pays two times the basic salary in the event of death in service.

## Getting to and from work

### Interest free season ticket loan

Employees may apply for a loan to assist with the purchase of a travel season ticket. The loan will be paid back monthly by automatic deduction from salary.

### Car parking

All sites offer free car parking to employees

### Cycle to Work scheme

This scheme is a form of salary sacrifice which enables employees to purchase a bicycle through the Government's Cycle to Work Scheme and can save you up to 50% on the retail value (depending on the employees tax bracket).

### Minibus Service (Gilwell Park)

A minibus service is provided which collects colleagues at 08:40 and 08:50 from Chingford Station and drops off to the same location at 17:00 hours.

## Looking after your nearest and dearest

### Carer's Leave

Up to three day's paid leave a year please see our Leave policy.

### Maternity Leave

The Association pays maternity leave above the statutory minimum requirement.

### Paternity Leave

The Association pays paternity leave above the statutory minimum requirement.

### Childcare Vouchers

This scheme is a form of salary sacrifice, enabling employees to purchase childcare vouchers.

### Start and finish time

Employees can apply for some flexibility on their start and finish times of work.

## Making your money go that little bit further

### Scout Shops purchase

Employees can make purchases from Scout Shops LTD with a discount of 25% on certain items, excluding uniforms.

### Restaurant discount card

This discount card is in conjunction with TasteCard and allows a range of discounts (up to 50%) on a range of restaurants across the UK. This can be purchased for approximately £30.

## Developing yourself and others

### Study and volunteer leave

Special leave includes paid leave for volunteering and study leave.