



## What you will do

This role will lead the delivery of a portfolio of strategic initiatives, which underpin the charity's next strategic plan. The role holder will:

- Provide leadership to the project delivery function within the Strategic Delivery Team
- Work with Exec Sponsors and project teams (including external suppliers) to establish the required project governance, supporting stakeholders throughout the lifecycle of a project
- Have responsibility for the management of the external project delivery partner framework to ensure projects are appropriately resourced with required capacity and skillsets.
- Be responsible for the line management and resource management for the internal team of project and programme managers and business analysts, ensuring support for their development through coaching and wider support.
- Have responsibility in setting project and business analysis standards, ensuring the uptake of project management and business analysis processes across the organisation, as well as ensuring external best practice is applied.
- Manage, plan and sequence the pipeline of projects within the portfolio.
- Lead on the financial planning for projects in collaboration with the Finance Partner
- Work with the PMO to provide assurance on delivery practice and to agree continuous improvements both within the team and the wider organisation.
- Where needed the role will also provide hands-on programme and project management expertise and support in the delivery of initiatives.
- Deputise for the Director of Strategic Delivery in supporting their wider responsibilities of operational reporting, PMO, corporate risk management and strategy development.

## About you

Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.



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## Your Experience

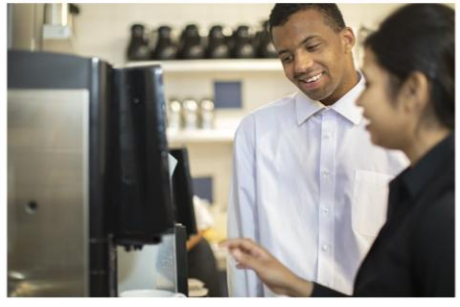
- Significant knowledge & experience of successfully managing major projects and programmes from inception through to closure.
- Knowledge and experience of producing high-quality project and business analysis artefacts
- Line management experience and who has experience in coaching and developing other team members.
- Knowledge and experience of change management approaches
- Experience of budget management
- Experience of working with Executive-level sponsors and in presenting to Exec Team and Trustee committees (such as an Audit and Risk Committee).
- Experience of appointment and management of external parties via the relevant procurement processes
- Experience of leading and managing multi-disciplinary project teams, achieving results through influencing
- Strong IT skills in project planning software, teams and sharepoint and other Office 365 applications
- Experience of undertaking major initiatives in Public Sector / Charity Sector
- Professional programme / project management qualification (e.g. Managing Successful Programmes)
- Professional Business Analysis experience or qualification
- We're looking for people who can demonstrate experience and expertise

## What you will bring

- Ability to apply project, programme and business analysis best practice to deliver multi-million pound initiatives and large-scale organisational change, achieving tangible benefits in a complex organisation
- Excellent influencing skills across all stakeholders in the organisation
- Excellent communication skills with the ability to prepare and present to internal and external stakeholders
- Ability to develop others to meet organisational needs
- An ability to mature the organisation's capabilities
- Able to work independently and make decisions, meeting tight deadlines and targets
- Able to demonstrate resilience in adapting to challenging situations and in supporting self and others in relation to problem solving and in dealing with set-backs
- Able to relate to difference and culture with awareness and sensitivity
- Able to produce high quality and accessible documentation and reports.
- Able to balance structured, methodical approaches that create rigour into process without losing pace and agility

# Role Profile:

**men**cap



## More information about the role

- The role will report to the Director of Strategic Delivery
- The role will be predominantly remote with occasional travel to Peterborough, London and Birmingham
- The Strategic Delivery Office (SDO) works across Mencap to plan and implement a range of strategic initiatives ensuring that Mencap delivers its Strategic Plan
- Initiatives by their nature will typically be large, complex and cross-cutting, involving significant people, process and technology changes. Strong stakeholder management and the ability to demonstrate the value of utilising methodologies will be key to keeping stakeholders engaged and supported.
- The role will work with the SDOs PMO and other stakeholders to create and apply best practice project, programme, business analysis and change management approaches across the full lifecycle on Mencap's cross-cutting initiatives
- The role will be responsible for managing a number of project managers, business analysts and other team members, supporting their development through coaching, mentoring and management of objectives.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

## What will Mencap give you

Salary of £k  
Opportunity to join pension scheme  
Opportunity for join reward scheme

## How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246699



# Who you can expect to work with

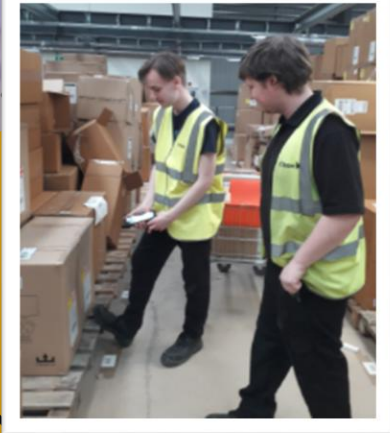
Executive  
Sponsors &  
Business  
Leads

Strategic  
Delivery  
Team  
(including its  
PMO)

All  
supporting  
teams  
(People, IT,  
Finance,  
etc)

External  
suppliers

Portfolio  
Management  
Board  
members  
and Board  
Committee  
members



## Mencap's values and how they apply to this role

We are  
**Passionate**  
about making  
the world a  
better place

You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are  
**Inclusive**  
of everyone

You will be inclusive by making sure that you support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard, and different views listened to

We are  
**Brave**  
we challenge  
and try new  
things

You will be brave by encouraging people to have big ideas about what would make their team the best place to work, and you will test things out and learn from mistakes

We are  
**Positive**  
in our work  
and with each  
other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are  
**Kind**  
to everyone

You will be kind and considerate in all your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work