



## 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.

## What you will do

Reporting to the PMO Manager the role will be responsible for:

- Providing high quality PMO analysis, support and administration activities, including but not limited to collating and analysing information across the portfolio, producing reports and providing insights for governance groups and meetings.
- Providing secretariat support to governance groups and meetings, including scheduling and administrative support for the portfolio gateway process and health checks.
- Assisting with the compilation of portfolio reports for presentation at management meetings. Undertaking analysis to provide insights from aggregated project data including resource demand and capacity, benefits, dependencies, costs, milestones, risks and issues, change impact assessments, highlight reporting and lessons learned.
- Tracking project, programme and portfolio metrics, discussing and agreeing corrective actions with the relevant Project and Programme Managers.
- Proactively identifying and escalating project risks, issues and dependencies to ensure successful outcomes.
- Organising and scheduling project related meetings, preparation of meeting papers and production of minutes and actions. Tracking actions arising from gateway reviews and health checks.
- Supporting the development of portfolio, programme and project governance standards, tools and templates.
- Supporting the design, implementation and running of the project tools and systems, including: the team's website, PPM tools, project and collaboration technology tools, and Power Platform tooling (Power BI reports, SharePoint sites and Forms).
- Monitoring compliance to project management standards, processes and artefacts.
- Facilitating lessons learned and knowledge sharing across the relevant communities of practice.
- Providing support for the development and content of business cases, project plans and other artefacts.
- Supporting the progression of any internal or external audit report actions and recommendations.
- Supporting the PMO Roadmap delivery, including the identification, analysis, prioritisation and rollout of improvements.
- Facilitating and leading project / portfolio workshops, including benefit, lessons learned and risk workshops.
- Deputising for the PMO Manager.



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## What you will bring

- Ability to analyse, track and report on a range of project and portfolio data.
- Excellent communication skills with the ability to prepare and present to internal and external stakeholders.
- Ability to work with project managers, Business Leads and Sponsors to coach and advise on use of tools and templates.
- Able to relate to difference and culture with awareness and sensitivity.
- Able to produce high quality portfolio, programme and project templates, ensuring feedback is elicited to continually improve.
- Able to create structured, methodical approaches that create rigour into process without losing pace and agility
- Able to facilitate workshops (benefits, risk, lessons learned) and community of practice groups
- Able to develop and present content for the centre of excellence on topics relating to project, programme and portfolio

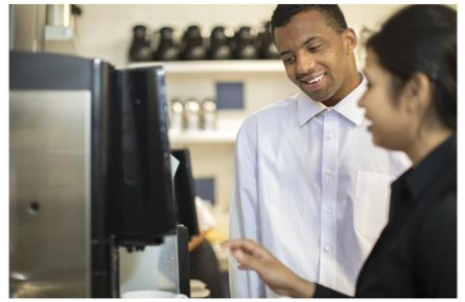
## Your knowledge & experience

### Essential

- Project planning and control techniques, including methods and techniques associated with planning and monitoring progress of projects.
- Knowledge of the project lifecycle, gateway reviews and health-checks.
- Stakeholder management skills: key stakeholders in this role will involve working with members of the PMO Office, Programme and Project Managers.
- Excellent analytical skills and the ability to compile information from different data sources.
- Strong Microsoft Word and Excel skills, together with an understanding of Microsoft SharePoint, Teams, Visio and Microsoft Project.
- Experience of providing secretariat services to governance bodies.
- Verbal and written communication skills with the ability to present complex information clearly and concisely to a variety of stakeholders.

### Desirable

- Experienced in learning, implementing and sharing external best practice and supporting communities of practice.
- Experience in administration of PPM tooling.
- Experienced in the use of data analysis tools such as Power BI / Tableau to track and report on project and portfolio data and provide insights to project groups and stakeholders.



## More information about the role

- The Strategic Delivery Office (SDO) works across Mencap to plan and implement a range of strategic initiatives ensuring that Mencap delivers its Big Plan
- The role is responsible for providing high quality PMO content, reports and analysis, to proactively provide informative answers for regular forums and ad hoc requests.
- The role will provide support to projects and to governance groups. The initiatives by their nature will typically be large, complex and cross-cutting, involving significant people, process and technology changes.
- Experience in using PPM tools and data visualisation software to provide insight will be key, together with an ability to demonstrate the value of utilising methodologies to keeping stakeholders engaged and supported.
- Knowledge and experience of the project lifecycle, gateway reviews and healthchecks is needed.
- The role will work with project and programme managers, Business Leads and Sponsors to share knowledge on PMO tools, templates and best practice.
- The role will report to the PMO Manager.
- The role will be predominantly remote with occasional travel to Peterborough, London and Birmingham.

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.

## Skills & Abilities

### Essential

- Project planning and control techniques.
- Knowledge of the project lifecycle, gateway reviews and health-checks.
- Experience of providing secretariat services.
- Stakeholder engagement.
- Excellent analytical skills.
- Well-honed verbal / written communication skills.
- Proficiency with Microsoft Office.

### Desirable

- Experience with PPM tooling.
- Experienced in data analysis and data management.
- Experienced in supporting Centres of Excellence and Communities of Practice.

## 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

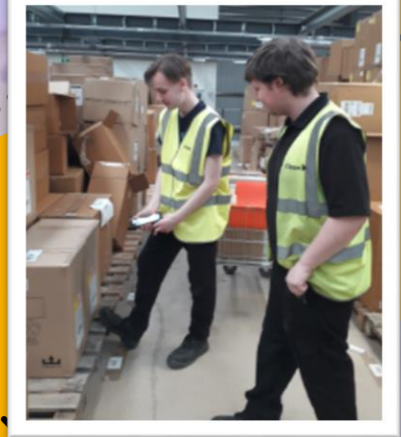
Executive  
Sponsor &  
Business  
Lead

Strategic  
Delivery  
Team  
members

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

Project Board  
members

Portfolio  
Management  
Board  
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