



## **Project Manager - Inclusion Education**

Job Title:	Project Manager
Contract:	<b>Full Time, Permanent</b>
Working Hours:	Monday – Friday, 08:30 – 16:30 (37.5 hours per week)
Salary:	£tbc
Reporting To:	COO, Education
Location:	Basingstoke
Start:	February 2025

### **About Inclusion Education**

Inclusion Education (working name of “Inclusion Hampshire”) supports young people within the local community who have special education needs (SEN) and mental health needs. It operates an Independent Special School in Basingstoke for young people aged 11-16, a college based in Hook for young people aged 16 and over and a Workplace Support Hub based in Basingstoke supporting those over the age of 18.

***“Inclusion Education’s vision is of a society where disadvantaged young people are supported within the local community and empowered to reach their full potential.”***

We have ambitious plans for growth; to expand our provisions to support more young people in the future and our currently looking for an experienced Project Manager in our central services team to support with a number of key projects with an initial focus on developing our Central Procurement Strategy & Policies.

At Inclusion Education we value each member of our team and provide a supportive, collaborative, flexible and inclusive working environment.

### **What makes Inclusion Education unique for our Employees?**

- We are an award-winning charity recognised for prioritising the well-being of our staff
- A supportive on-boarding process and introduction to “The Inclusion Way”
- Education Support’s Employee Assistance Programme.
- Competitive Pension Scheme
- Medi-Cash Health Care Cash Back Scheme
- Group Life Assurance (3 x basic salary)
- Enhanced family leave pay
- Free Onsite Parking
- A strong focus on a positive team ethos where everyone is made to feel valued and supported.
- Personal & Professional Development opportunities

- **Project Planning and Execution:** Lead the planning, coordination, and implementation of a number of projects, ensuring clear objectives, timelines, and deliverables are defined from the outset.
- **Stakeholder Engagement:** Work closely with senior leadership, department heads, and external partners to ensure effective communication and collaboration throughout the project lifecycle.
- **Budget and Resource Management:** Develop and manage project budgets, ensuring that resources (financial, human, and physical) are allocated efficiently and effectively.
- **Monitoring and Reporting:** Track project progress, monitor risks, and resolve issues promptly. Provide regular updates to senior leadership and stakeholders on project performance, including timelines, budgets, and outcomes.
- **Quality Assurance:** Ensure that all project deliverables meet the required standards and align with the organisation's objectives, policies, and regulatory requirements.
- **Risk Management:** Identify and mitigate project risks, ensuring contingency plans are in place to address potential challenges.
- **Evaluation and Impact Assessment:** Assess the impact of each project upon completion, gather feedback from stakeholders, and identify areas for improvement for future initiatives.
- **Continuous Improvement:** Contribute to the development of best practices for project management within the education/charity sector, and support the wider team in embedding these practices across the organisation.
- **Compliance:** Ensure that all projects comply with relevant laws, regulations, and standards within the education sector, including safeguarding, health and safety, and data protection.

## Skills, Experience & Qualification Requirements

The ideal candidate will have:

- **Education and Experience:** Proven experience in project management, preferably within the education/charity sector or a related field. A relevant qualification (e.g., PRINCE2/ Project Management Professional certification) is highly desirable.
- **Leadership Skills:** Strong leadership abilities with experience in leading cross-functional teams and managing diverse stakeholders.
- **Organisational Skills:** Excellent planning, organisational, and multitasking skills, with the ability to manage multiple projects simultaneously.
- **Problem-Solving Abilities:** Strong analytical and problem-solving skills, with the ability to resolve issues proactively and efficiently.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to present complex information to diverse audiences.
- **Attention to Detail:** A keen eye for detail, ensuring that projects are delivered to the highest standards and comply with internal and external requirements.
- **Adaptability:** Ability to adapt to changing priorities, requirements, and project scopes in a dynamic educational environment.
- **Technology Skills:** Proficiency in project management software and tools (e.g., MS Project), and general IT literacy, including the use of office applications and data management systems.
- **Passion for Education:** A genuine passion for improving education and learner and student outcomes through effective project management.

## Diversity Statement

Inclusion Education recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Organisation. We therefore aim to provide a service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

## Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

## Safeguarding Statement & Responsibilities

Inclusion Education is committed to the safeguarding and welfare of young people and expects all employees, volunteers and third parties to share this commitment.

- The successful applicant is responsible for ensuring that all Inclusion Education's child protection and safeguarding policies are adhered to, and concerns are raised in accordance with these policies.
- This post is subject to an Enhanced DBS (Disclosure and Barring Service) (Disclosure and Barring Service) check, and safer recruitment pre-employment background checks (including overseas checks if applicable) prior to confirmation of appointment.
- It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**This job description is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and employees of Inclusion Education may be asked to perform tasks and be given responsibilities not detailed on a job description.**

### **To apply:**

Please submit your application to [HR@inclusioneducation.org.uk](mailto:HR@inclusioneducation.org.uk)

Closing Date for Applications: 5<sup>th</sup> January 2025