



Project Manager

Job Description April 2020

About Emergency Nutrition Network (ENN)

ENN's vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible. ENN undertakes knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict affected states.

ENN is a well-established and highly respected UK-based, registered charity (established in 1996) working to reduce undernutrition globally. ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by bilateral donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: www.ennonline.net

Why work for ENN?

This is an exciting opportunity to join the growing ENN team in a new position as a Project Manager (PM) for 12 months. The role provides the opportunity to work across the spectrum of ENN's projects, as part of a motivated and dynamic Operations team. You will also support ENN's evaluation of its 2015 -2020 strategy.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and MAMI, as well as our highly regarded International Publications. We are also now actively engaged in the global nutrition and development community in support of the COVID-19 response. You will be based in our headquarters and work with all of the ENN staff to enable our projects to deliver effectively.

About You

You will be a highly motivated, adaptable and skilled project manager with relevant third sector experience. You will be comfortable supporting complex projects with dispersed technical teams whilst ensuring donor compliance and reporting requirements are met. A sound knowledge of monitoring and evaluation methods would be advantageous. Fundamentally, you will have a keen interest in what we do and be ready to contribute to making a positive change.

Terms and Conditions

Hours of work: Full time (37.5 hours per week) – part time may be considered

Type of contract: 12-month fixed term (with the possibility to extend)

Location: ENN's Head Office in Kidlington, Oxfordshire, OX5 (Note: all ENN employees are currently working from home following government advice on coronavirus. This position will be home based until the office reopens)

Holidays: 25 days plus UK bank holidays increasing by one day p.a. after two complete years of service to a maximum of 27 days p.a.

Pension: Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%

Salary: £36,000 to £42,000 depending on experience

Purpose of the role

The Project Manager will be a key member of ENN's Operations Team, working closely with the Grants and Project Manager, Finance Manager and Operations and Finance Director as well as ENN's Technical Directors and Project Technical Leads. The PM will oversee a portfolio of projects each of which are assigned a Project Technical Lead. The PM will work alongside project leads to develop and map key activity for the project, track milestones and deliverables, develop project and donor finance and narrative reports, and ensure compliance and adherence to governance requirements. In addition the PM will support the Evaluation Project Coordinator with monitoring and evaluation and will also contribute to the development of new funding proposals.

Key Responsibilities

Project Responsibilities

- Ensure compliance with all donor grant agreements relevant to the PM's portfolio of projects
- Develop and monitor project work plans and budgets in collaboration with project leads and Operations and Finance Team colleagues
- Manage project budgets: monitor spend against budget including approval within set thresholds, carry out forecasting and re forecasting exercises and regularly update project leads on spend
- Work closely with project leads to ensure project deliverables are clear, appropriately planned and delivered to deadline.
- Coordinate closely with relevant ENN colleagues and third parties to ensure delivery to deadline across a range of activities (e.g. international and UK meetings and conferences, technical publications - print and online, translations and design services, international field trips, technical webinars and briefings)
- Support project leads to develop and maintain project risk registers
- Convene regular meetings with the project team to keep a broad overview of project delivery in relation to the project grant, managing and enabling grant amendments/extensions etc
- Lead on both project narrative and financial reporting liaising with both internal and external stakeholders as required.
- Ensure effective communications with Donors during the project lifecycle
- Support to new projects – contribute to the development and submission of proposals for new grants when required, developing budgets and workplans.
- Work with project leads to identify the need for additional capacity (staff/technical associates), aligning the project budget as required and ensuring due diligence requirements are met

Monitoring and Evaluation

- Support the 2020 ENN organisation wide Evaluation and subsequent Strategy development process, including working with internal and external stakeholders, creating and maintaining a project plan for the activities and ensuring effective delivery

General Responsibilities

- Support the OFD in the project management of a number of Core projects
- Support the OFD and Finance Manager with ENN wide management information.
- Support (potentially line manage) the Project Officer(s)
- Actively promote adherence to ENN's procurement policy particularly with regard to the contracting of technical associates
- Work with the GPM to develop ENN wide quarterly and annual reporting
- Contribute to internal and external communications in relation to the PM's portfolio of projects as required
- Support the development of and measurement against KPIs and metrics
- Contribute to the development and dissemination of relevant processes and policies

Person Specification

Essential

- Educated to degree level (or equivalent), or able to demonstrate a relevant and equivalent level of experience
- Previous experience of project management in the third sector
- Experience working on donor / grant funded projects and ability to navigate and communicate compliance requirements
- Experience in developing, monitoring, and reporting against, budgets
- Excellent communication and written skills, including previous experience of writing and collating detailed donor reports
- Able to work with and influence colleagues, often remotely, to achieve a shared outcome
- Excellent attention to detail
- Ability to manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and as a member of a dispersed and diverse team
- Flexibility and willingness to take on new areas of work and responsibilities
- Strong interpersonal skills, able to work with a wide range and varying levels of stakeholders
- Motivated, takes initiative, innovates and delivers to deadlines
- Able to diagnose situations and constraints, comfortable when to progress independently and when to escalate
- Proficient user of Microsoft Excel, Word, PowerPoint, and Outlook
- Good cross-cultural awareness
- Ability to demonstrate discretion, diplomacy, and patience
- Fluent in English

Desirable

- Project Management Qualification
- Specific experience in any of the following institutional donors would be an advantage OFDA / USAID, DFID and Irish Aid
- Experience in developing proposals for funding
- Experience of managing procurement activities
- Experience of evaluations: analysing, collating and reviewing data related to grant and programme effectiveness
- Experience in line managing one or more team members including performance management
- Previous experience of arranging international business travel, ideally to developing countries
- Experience working within a humanitarian, nutrition or international development context
- French speaking

Reporting Lines:

The Project Manager will report to the Operations and Finance Director.

Eligibility to work:

Must be entitled to work at the time of application in the UK. No relocation package is offered for this role.

ENN is committed to equality and diversity throughout our organisation and further expects all employees to comply with its codes of conduct, safeguarding policies and high ethical and professional standards.

Application Process

Please submit a Cover Letter (no more than 1 page) and CV to hr@enonline.net **no later than 10pm on Sunday 26th April**. Please include **Project Manager** in the subject of your email. Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified. Please include your preferred working pattern details in your application, if not full time.