



## Project Support Office/ Junior Project Manager



### What the job does:

Supports the Senior Project Managers with the Oliver McGowan Mandatory Training (OMMT) and the Positive Behaviour Support qualifications

### Working with the project and delivery managers you will:



Help the Senior Project Manager to build relationships with all our partners and organise meetings and other events.



Carry out an administrative role which includes, monitoring, reporting and keeping records.

You will need to looking at how well we are doing with our plans and the budget.



Write reports on how well we are doing.



Help make and keep up project records including the project plans and risk register.



Work with different people, including people with learning disabilities and autistic people.



Work from home by yourself as part of the project team.



Keep the right people updated on the progress on the project.



Report to the OMMT project and Diploma delivery manager.



Meet our targets and complete all the work on time.



Get more people to know about the project, working with our Communications Team to write strong and interesting words that lots of people will read.



Good writing skills to create things like web pages and social media (like FaceBook and Twitter).



Make sure that any information we hold on other people meets the requirement of the General Data Protection Regulations (GDPR 2018).



Collect, update and share training materials.



Follow Bild's safeguarding policy and report any problems



Take part in supervision and appraisal sessions. Tell us if you need any training.



You need to know, understand and work to all of our policies and procedures, including everything about money.



Carry out other jobs that we might ask you to do, that are fair.



## Things you must have:



Have worked on projects for at least 2 years

Know how to run a project professionally



Work with Bild's values

# bild

Be motivated and find solutions to problems



Can us MS Office software including SharePoint and Teams





Experience of supporting people with a learning disability and/or autistic people

## Things we would like you to have:



Working in a charity or not-for-profit organisation



A project management qualification



Work well in a team



Have used Learning Management Systems



Have planned and organised training and other events before



Have given presentations to different people



Know about GDPR regulations.

If you would like to find out more about this job, please email Georg Jones at

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