

Associate Project Manager (freelance)

Job Title	Associate Project Manager (freelance)
Responsible to	Director of Operations
Department	Delivery Team
Salary	£250/day
Location	Hybrid role mostly home-based, with some infrequent travel as required
Hours	Flexible
Contract	Freelance
Additional benefits	Friendly and inclusive working environment. We actively encourage flexible working culture.

Role summary

We are looking for Associate Project Manager(s) to join our team to take a lead on the strategic and the day-to-day running of various grant funded projects.

This is a flexible freelance position, which is a hybrid role mostly home based, with some infrequent travel. It reports to the Operations Director, with potential responsibility for direct reports such as an administrator and people working on various projects with lived experience.

Specific responsibilities

- Leading and managing the day-to-day operations of the grant funded projects
- Managing and developing the project team.
- Maintaining effective partnerships with all stakeholders including project steering groups, evaluators.
- Overseeing the recruitment and induction of people with lived experience into co-produced projects
- Budgeting and tracking expenditure – delivering work within the set budget.

- Evaluating, monitoring the effectiveness and impact of Bild group projects and project managing external evaluations.

Person specification

Essential	Desirable
<ul style="list-style-type: none"> • The ability to set up, implement and monitor a programme of high-quality grant funded projects • Strong collaborative skills and the ability to form and maintain relationships with a range of different people, including people with lived experience, autistic people and learning-disabled people • Commitment to co-creation and collaboration • Significant end-to-end project management experience within a voluntary sector context • Experience of line management and the ability to coach, motivate and develop individuals • A solutions-driven approach and the ability to creatively problem solve • Excellent communication and diplomacy skills • Proven commitment to safeguarding and to equity, diversity social justice and inclusion in your working practice 	<ul style="list-style-type: none"> • Project management certificate

Application

Please submit a CV and covering letter outlining how you meet the person specification to recruitment@bild.org.uk

Applications will be reviewed as and when they come in and Bild reserve the right to withdraw the advert at such time we have enough applicants.