



JOB DESCRIPTION

Position:	Project Manager
Salary:	£42,000-£47,000 (FTE)
Location:	Remote working with an expectation of regular time (circa 1 day per week) at one of our UK centres alongside occasional international travel
Duration/Term:	2 year fixed term initial contract

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

This role works across the organisation to ensure that sound project management principles



are being used in all aspects of our work. You will be responsible for delivering cross-cutting, significant and complex programmes and projects that underpin the King's Foundation strategy, with the opportunity to work on a diverse range of projects.

You will drive forward best practice across the organisation – leading on the development and improvement of project management frameworks and controls, including monitoring, reporting and evaluation.

You will support the business planning process to effectively plan and schedule the projects, programmes and core business activity across the organisation, in line with our key strategic goals, and support the leadership team in organisational strategy development, launch and implementation.

Key Tasks

Specific Duties will include:

- Full scale project management including designing project models, assigning and allocating resources, scheduling, monitoring, corporate reporting and budget management across a project's full life cycle in order to deliver within scope, on time, on budget and within quality commitments.
- Supporting successful implementation of project deliverables
- Assessing and recommending to the ELT the viability and suitability of new proposed projects.
- Continually ensuring project specific risks are identified, assessed and mitigated, managing dependencies and ensuring delivery is in line with wider organisational objectives.
- Making sure robust controls, monitoring and evaluation are in place for all relevant project deliverables to ensure they are performing as intended and so that financial and operational sustainability can be demonstrated.
- Supporting the creation, embedding and monitoring of performance and outcome measures relating to project deliverables.
- Monitoring and managing interdependencies between projects across the organisation.
- Using learning from evaluations of existing and past projects to continually improve project management and planning skills and expertise in the directorate.
- Developing and maintaining project governance structures and appropriate controls for relevant projects aligned with organisational frameworks – and supporting development and improvement of those frameworks - ensuring up to date and fit for purpose reporting of relevant projects.
- Working collaboratively with key stakeholders and dedicated project teams across the organisation to understand business plans, planned development and to drive optimum ways of working to maximise impact and minimise unnecessary project risks and failures.



- Develop and deliver project management training to teams, and lead on delivering new ways of working, providing expert project advice and assurance to project leads across the organisation.
- Building professional and functional working relationships with key stakeholders, across all levels, to ensure optimum information flow and understanding of key business areas.
- Delivering regular project reports that will inform strategy and decision making across the business, based on our stakeholders and the business' requirements as well as our own specialist knowledge.

Person Specification

The essential skills, knowledge and experience required are:

- Substantial (5+ years) proven experience in project planning and execution, monitoring and reporting on progress, and achievement of objectives.
- Managing multiple projects simultaneously that require high speed, high volume of work and with minimal supervision.
- Development and delivery of complex projects through their full cycle, including in the context of introducing business change.
- Overseeing complex projects with multiple stakeholders within set timeframes.
- Developing flexible project management frameworks to suit organisational needs.
- Influencing, facilitating, engaging, and building trust with internal and external stakeholders including at the most senior levels.
- Writing and producing briefings and reports for a range of audiences.
- Making decisions in ambiguous situations and in the context of changing priorities.

Other:

- The post can be based at any of our locations with the requirement to travel on occasion.
- This position has the option of hybrid working.
- Full time position
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.