



Project Manager (EDGE Innovation team)

Job Description

POSITION OVERVIEW

Department	Experiential Digital Global Education (EDGE) Innovation Unit
Location	London and remote based
Term	Full-time; 12 month fixed term
Salary	£35,000 - £40,000
Benefits	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	Immediate

PURPOSE OF ROLE

New College of the Humanities is looking to appoint a Project Manager to support the development and delivery of *pre-degree* digital skills training, Higher & Degree apprenticeships (HDAs), and Lifelong Learning Programmes (LLPs). This is an exciting opportunity to work with ServiceNow, The Prince's Trust and several high-profile employers to develop and deliver training programmes.

The role-holder will primarily support the Director (and Assistant Vice Principal for Innovation and Enterprise Learning) of the Experiential Digital Global Education (EDGE-London) Innovation Unit with numerous projects associated with establishing, growing, and delivering HDA and LLP provision at NCH. This post holder will be able to thrive under pressure in order to meet targets

and use their own initiative on a frequent basis. You will be a dynamic and proactive individual, with excellent team-working skills and the ability to liaise with a wide range of stakeholders.

ABOUT THE COLLEGE

Founded in 2012, New College of the Humanities has established itself as a prestigious, university-level college based in the heart of London. It has been going through an exciting period of growth and has become part of Northeastern University's global network in early 2019.

ABOUT EDGE-LONDON

The EDGE Innovation Unit team in London, EDGE-London, use innovative pedagogical approaches and best practice in digital education to design and deliver predominantly online programmes, with embedded industry-recognised training and certification. Our programmes are designed to upskill or reskill the existing workforce or attract new diverse talent to a business. The London Team has a portfolio of programmes aligned to digital transformation, providing crucial digital skills, co-designed with leading technology partners, for bespoke, flexible delivery

DUTIES AND RESPONSIBILITIES

- Managing externally commissioned work-related learning projects, providing innovative, high-quality solutions to commissioners.
- Being responsive to commissioner enquiries and providing supportive, proactive contract management.
- Maintaining a full suite of project documentation including project plans, risk registers, issues logs, benefits realisation and change management.
- Delivering on contractual reporting requirements, including provision of management information and project progress reports to external stakeholders.
- Managing a diverse supply chain to ensure all elements of projects are successfully delivered on time and to the standard required.
- Managing multiple projects simultaneously, using exceptional organisation skills and attention to detail to ensure individual and project team deadlines are met.
- Working in partnership with EDGE Colleagues and NCH marketing and communications team to ensure projects are properly communicated, adhering to contractual communications requirements.
- Contributing directly to project delivery, including creation of project products and collateral, including standard operating procedures and template documents.

- Communicating project progress and updates to diverse stakeholders, including senior management and external partners, including through the provision of weekly project updates.
- Providing an important interface between external clients and internal delivery teams, to ensure that commissioner requirements are fully realised throughout the project lifetime.
- Working closely with the EDGE team to translate project proposals into concrete delivery plans, defining roles, processes and approach to ensure successful delivery.
- Collaborate with the Senior Management Team to ensure successful management of apprenticeship projects and strategic developments.
- Such other duties, commensurate with the grading of the post, that may be assigned by the Director of Apprenticeships or their nominee.
- Foster a positive work environment with a good team spirit, including the wider support teams, with student experience at the forefront of all efforts.

PERSON SPECIFICATION

Education, Qualifications and training [Desirable / Essential]

- Undergraduate degree or equivalent professional experience or vocational qualification [E]

Experience and knowledge

- Experience in initiating, implementing, and maintaining project management processes that play a key role in the success of an academic department [E]
- Experience working with diverse stakeholder groups and managing project communications [E]
- Excellent planning and project management experience [E]
- A good understanding of regulatory policies and procedures as governed by OfS, Ofsted and ESFA [D]

Skills and aptitudes

- Strong interpersonal and intercultural communication skills [E]
- A team player, able to work collaboratively, and also able to work independently [E]
- Ability to prioritise workload, good time-management skills, and the ability to work to deadlines [E]
- Ability to adapt quickly (and positively) to changing demands and priorities [E]

- Exceptional attention to detail, accuracy and quality of work is key [E]
 - Advanced IT skills, including the full Microsoft Office suite [E]
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APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00 **28 July**. Please reference your application "**PME0721.**" Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a cover letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide sponsorship on this occasion.