

JOB DESCRIPTION

Job Title:	Special Projects Manager (Codrington Reparations)
Responsible to:	General Secretary / CEO
Salary:	£38,000 - £41,000 depending on experience
Location:	London SE1
Hours of work:	Full time – 35 hours per week. 36 months contract Occasional weekend and evening work with time off in lieu. Occasional international travel (the Caribbean)*

The package also includes

- 8% employer contribution to a pension
- 25 days annual leave, plus bank holidays and additional leave during the Christmas week
- Season Ticket Loan
- Flexible working

**Given the time difference, there is an opportunity for the role-holder to work a later set of hours (e. g. 11am-7pm).*

About USPG:

USPG is the Anglican mission agency that partners churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice. You can find out more about our work by visiting www.uspg.org.uk

Renewal and Reconciliation: The Codrington Reparations Project

This project involves a partnership between the Codrington Trust and the United Society Partners in the Gospel (USPG). It relates to the ownership and management of the 700-acre Codrington Estate. Between 1712 and 1838, the estate was run by USPG's predecessor organisation, the Society for the Propagation of the Gospel in Foreign Parts (SPG). Under SPG's management, enslaved persons of African descent were subjected to brutal and degrading treatment as well as the deprivation of their liberty. USPG has pledged 18M Barbadian dollars - equivalent to approximately £7M - to be spent in Barbados over a period of 10 – 15 years to support a programme of activities composed of four workstreams: community development and engagement; historical research & education; burial places & memorialisation, and family research. More information can be found here: <https://www.uspg.org.uk/our-partners/renewal-and-reconciliation/>

About the Role:

The postholder will be responsible, as part of a Barbadian - British team for the design and delivery of this programme of activities. They will be expected to work in close collaboration with colleagues in Barbados (mostly online) as well as across the teams within USPG. They will report directly to the CEO, but also very closely with the Executive Secretary of the Codrington Trust and his colleagues.

The role of the Special Projects Manager is to help coordinate the planning, delivery, and management of the Codrington Reparations Project in collaboration with a parallel post in Barbados. This is an exciting opportunity for someone with demonstrable experience in project management, who is comfortable working with stakeholders and partners at all levels, and committed to USPG aims and values.

USPG is looking for a confident, well organised and experienced professional who enjoys working in an innovative creative environment to help deliver this long-term project, working alongside partners / colleagues in Barbados.

Role responsibilities:

- Develop clear and concise plans for delivery and scheduling of the project, in collaboration with key stakeholders and partners. Amongst others, these include academics, church leaders, government officials, Trustees and community representatives.
- Monitor the implementation of plans and overall project performance.
- In collaboration with steering committee and key stakeholders ensure the monitoring, evaluation, accountability and learning (MEAL) plan is in-place which guides and informs project implementation and delivery.
- Work in conjunction with all aspects of the project's management structure and Steering Committee, enabling their oversight and influence of the strategic direction and operational implementation of the project.
- Act as the focal person for the Codrington reparations project within USPG, ensuring the requisite legal agreements are in-place and upheld for the project.
- Identify and maintain open lines of communication and coordination with all relevant stakeholders.
- Identify and explore opportunities for partnership and collaboration where there is added value to the aims of the project.
- Work with the wider team, including the Executive Secretary of Codrington Trust, Trustees and SLT members to establish and deliver processes and systems required for effective delivery.

- Work with the CEO to monitor the project budget, adapting it where necessary as opportunities and challenges arise.
- Feed effectively into wider project planning processes, including setting objectives, budgets, KPIs etc.
- Capture and share insights and reflections as the projects evolve, sharing them with the wider team and other stakeholders to inform the ongoing development of the work, including through the design and delivery of learning events.
- Ensure the project is documented in real time.
- Work with project stakeholders to prepare high quality and relevant content for necessary reports.

Operational responsibilities:

<p>60% Project Delivery</p>
<ul style="list-style-type: none"> • Provide project management in liaison with the stakeholders, USPG and Codrington representatives. • Coordinate closely with equivalent postholder in Codrington to drive and deliver the Codrington project working with cross functional teams ensuring that projects are fully scoped and delivered to agreed time, cost, quality and ensuring objectives are met. • Create, develop, update, and maintain project plans, progress reports, risks, decisions and issue registers, actions and dependencies logs, highlight /status reports, managing dependencies, and any other relevant documentation. • Lead on any specific duties which are needed to ensure project delivery e.g. organising events, meetings management, communications to stakeholders. • Manage project documentation storage and access, including use of share drive/SharePoint and MS Teams environments. Able to use CRM, training will be provided. • Liaise with partners and third parties to lead on information gathering, demonstrations, meetings etc. • Provide advice, training, reference materials, and other guidance relating to project team members. • Set up and run project meetings, ensuring all paperwork is collated, up to date and disseminated in timely fashion. Put together relevant minutes, update entries to registers and progress follow-on actions. • Provide excellent stakeholder relationship management across all projects, including scoping, requirements analysis and delivery of projects. • Ensure regular planning, resource requirements, scheduling, risk management and budget control are in place, using appropriate tools and methodologies.
<p>20% Stakeholder communications and engagement</p>
<ul style="list-style-type: none"> • Communicate effectively with stakeholders at all levels, from team members to executive leadership. • Act as a bridge between the USPG/Codrington subgroup and project steering committee. • Build and maintain strong relationships with both internal teams, external clients and stakeholders to foster a collaborative and productive working environment.

20% Reporting, budgeting and data analysis

- Monitor and report on progress, including alerting the appropriate persons to any matter affecting project delivery timescales or other resourcing matters.
- Report on project schedule/timelines and expenditure budgets including reporting on KPI's.
- To manage analysis and reporting on project, making key suggestions and changes where necessary.
- Draft project reports for USPG Trustee meetings, the project Steering Committee and other groups as requested.
- Ensure that financial protocols are followed, expenditure is within budget and that all payment requests are dealt with promptly.
- Liaise with Codrington trust staff to gather data and information for reports and analysis.
- Work with USPG research team to provide required information on research project.

Person Specification

This form shows which criteria are essential and which are desirable for the job. They have been ticked as appropriate.

E = essential criteria. The job cannot be done without them.

D = desirable criteria can help the job to be done more effectively.

Qualifications, Knowledge and Experience

	E	D
A relevant professional qualification and/or several years experience in project management	•	
Knowledge of the Caribbean region, its history and culture	•	
Sensitivity to the contested nature of history and sympathy with a decolonial approach	•	
Understanding of University research activity		•

Skills, Abilities and Competencies

Proven project management experience gained within a complex stakeholder environment	•	
Excellent communication and engagement skills to liaise with diverse audiences	•	

Demonstrable budget management expertise	•	
Experience of working in international project management		•
Knowledge of small business management and the voluntary/charity sector		•
Team coordination/ management and supplier negotiation capabilities	•	

Personal Qualities

Highly organised and efficient, able to manage complex projects	•	
An excellent communicator both verbally and in writing	•	
Ability to report on campaign activity as well as reporting against monthly KPIs	•	
You must have excellent communication skills, both oral and written, and be able to communicate clearly and effectively in written correspondence.		•
The ability to work collaboratively across the organisation	•	
Flexible and able to work well under pressure and to deadlines	•	
Experience of project management software tools	•	
An understanding of the Anglican Church and Communion		•
To be in sympathy with the Christian ethos of USPG.	•	