




IMPACT

# Programme Manager

The small print...





## Programme Manager The small print

### Are you looking for an exciting and diverse role in Programme Management?

This is a really exciting opportunity to join our Programme Management team as a Programme Manager with a digital mindset.

Here is the low down on the role...don't worry if you don't have all of the attributes, the role will shape around the right person. We value drive and talent as much as we do specific skillsets and experience.

#### The role has number of core focuses:

##### Core focus one – Project Management

- Creating, maintaining and driving project plans (smartsheet) which are executed to excellent standards to achieve account retention and growth
- Managing a complex portfolio of clients, both domestic and global
- Proven abilities in MS office (MS word, excel and powerpoint, in particular)
- Time management skills and the ability to prioritise work
- Meticulous attention to detail and problem solving skills
- Organisational skills with the ability to multi-task is a must
- Ability to work under pressure and hit multiple deadlines
- To manage and oversee the administration and logistics of solutions, working alongside the programme coordinators
- Proactive & self motivated
- Accuracy and timeliness of data recorded in internal systems

##### Core focus two – Digital expertise

- You will develop an expert understanding of how to manage and administer solutions delivered on our in-house digital learning application
- Ability to follow process and the critical path for digital solutions
- Describe yourself as an expert user of technology
- Learns new tools quickly i.e. MS teams, other online platforms
- Familiarity with a CRM system i.e. Filemaker pro, salesforce
- An excellent understanding of digital terminology

##### Core focus three – People skills

- Excellent written and verbal communication skills – you will be liaising with internal and external stakeholders
- Team player – relationships are at the heart of how we work globally
- Good initiative and ability to deal with ambiguity – asking the right questions, anticipating needs and being resourceful
- Confident, proactive and professional when it comes to approaching people
- Flexible and comfortable with ongoing change and development of the role as it continues to evolve in the digital space

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### Here's some stuff we're brilliant at:

- The money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and pension scheme are all in there too.
- We're a great place to work® – it's official!
- Wellbeing – health insurance is included in your package
- Inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the impact academy or externally) to learn, develop and progress in your career
- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

# Would you like to join our team?

We'd love to hear from you if you like the sound of us  
and you think we'll like the sound of you!

Apply via our website

