



**JOB TITLE**                      **Project Manager**

**RESPONSIBLE TO**              CEO

**JOB SUMMARY**                The Project Manager will support CIOL's future transformation plans by being responsible for and including the coordination and completion of projects on time within budget and scope set out by the CIOL Board. The person will oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding status of project.

### **MAIN TASKS AND RESPONSIBILITIES**

Main purpose and scope of the post:

- Create and deliver project work plans and revise as appropriate to meet changing needs and requirements.
- Identify people and technology required for a successful implementation and assign responsibilities.
- Manage day-to-day operational aspects of the project(s).
- Adhere to project methodology competently.
- Ensure project documents are complete, current, and appropriately stored.
- Work closely with relevant stake holders to ensure effective and efficient implementation of the project(s).
- Understand basic revenue models and P/L; meet financial objectives by forecasting requirements; preparing budgets; scheduling expenditures; analysing variances and initiating corrective actions.
- Work with both internal teams and external suppliers on the delivery of projects on time and within guidelines.
- Submit project status reports to stakeholders; review completed projects; continually improve implementation process; identify and react to future opportunities

In common with all other staff:

- Contribute and support CIOL's vision, mission and strategic objects
- Perform the role of good ambassador for the organisation, at all times
- Ensure security and confidentiality of all membership data, at all times
- Be proactive and flexible by supporting and assisting colleagues and functions as and when necessary
- Promote and develop CIOL membership in collaboration with both CIOL and Qualifications staff
- Actively take part in any other duties necessary for the smooth running of the membership department and CIOL
- Participate in regular departmental progress meetings
- Participate in CIOL's annual performance and development review programme
- Undertake training as recommended by your line manager
- Abide by all CIOL's policies and practices



## PERSON SPECIFICATION

### Knowledge and Experience

- Solid previous experience in managing projects, and/or
- Qualified and experienced in Prince or Agile methodologies
- Experience of database administration
- Ability to communicate and persuade a range of people from different backgrounds, levels and experience
- A pro-active approach to work, an ability to manage own workload and to prioritise
- Ability to initiate and develop projects
- Attendance at some weekend meetings and events as required by the role

### Skills

- Strong organisational skills with excellent attention to detail
- Ability to work to deadlines with minimal supervision
- Strong written and verbal communication skills, persuasive.
- Excellent interpersonal skills
- Good time-management with an ability to prioritise tasks
- Excellent time management skills
- Proven customer service skills
- Readiness to undertake visits and travel if required

The above job description covers the main duties of this position as at January 2020.

The Chartered Institute of Linguists (CIOL) reserves the right to review and revise all job descriptions from time to time according to business need. Any future review or revision will be carried out in consultation with individual members of staff. This job description does not form part of the post-holder's contract of employment.