****

**JOB DESCRIPTION**

**IT Project Manager**

**Reports to**: Chief Executive

**Role Purpose:**

To develop, lead and manage IT projects for RDA, working to scope and understand business/ volunteer needs, running tendering processes with third-party providers and contract managing all IT projects through to completion and ongoing relationships with suppliers.

To be product owner of specific RDA-wide software packages to provide the interface with the supplier and to understand the capabilities and functionality of the systems. This will include (but not be limited to) websites and database (salesforce).

**Specific Responsibilities:**

1. To contract manage any third-party IT contractors ensuring best value for money for RDA. This includes:
   * Ongoing IT maintenance and support
   * Website development and maintenance
   * Database development and maintenance
   * Developing initiatives to support new projects and RDA’s strategy
2. To develop clear project brief/ specification at the commencement of a project to include:

* Clear aims and objectives including clear completion criteria
* Resource requirements (both money and people time)
* Budgets and timelines
* Stakeholder mapping to ensure the right people are included at the right time
* Monitoring and evaluation plan for the project

1. To lead and manage the project to achieve the stated aims and objectives by:
   * Development of a detailed project plan, to be revised and updated regularly to ensure activities are on track
   * Making best use of resource and skills available including volunteers, project team (where necessary)
   * Reporting regularly to the Chief Executive on any changes to the project plan or blockers to success
   * Reporting on project targets, measures and milestone as required internally or by external funders. Reporting on impact of the project.
2. To work closely with other RDA NO teams and any customers throughout the development and delivery of the project including the following where necessary:
   * Communication/ promotion of the project as it develops and/or on completion.
   * Development of processes to roll out the project into the wider organisation
   * Ensure smooth transition of the project into business as usual activities within other teams.
   * Development of training (for National Office staff, volunteers, groups) required to support the project transition.
3. To develop and co-ordinate the provision of IT services by:

* Working with members of the Senior Management Team, to ensure that any IT development is in line with RDA’s strategy and business needs
* Planning and monitoring IT delivery and development priorities and budget in liaison with the Chief Executive
* Coordinating the delivery of IT priorities

1. To provide support for National Office staff and volunteers (and where appropriate Regions) in respect of IT, by:

* Working with others to identify specific needs at Regional and National level;
* Proactively working to address these needs and staff and volunteers receive sufficient training (whether this is provided by a third party or part of this role);

1. To assist others at National Office by:

* attending and servicing the National Championships, providing support leading up to the event as requested, as well as supporting the event itself
* working with others in the team to be part of wider projects, events, activities and supporting groups, volunteers and participants.

1. To undertake such other duties as the Chief Executive or Director of Operations shall from time to time determine.

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Project skills** | * Excellent knowledge and experience of project management tools and techniques * Experience of requirements capture, scoping, quotation and tendering processes * Experience of managing IT projects * Experience of supplier/ contract management * Excellent organisational skills * Ability to set and achieve targets to agreed deadlines * Ability to multi-task | * Experience of database development and structure * Experience of web CMS |
| **Knowledge, Experience and Education** | * Experience in working independently and as part of a team | * A working understanding of inclusion, equality and anti- discrimination, safeguarding and best practice. |
| **Communication** | * Ability to translate technical concepts into non-technical language * Excellent communication skills (written and verbal) | * Experience in training and supporting others on new IT developments (where not provided by third party) * Experience of representing an organisation to external bodies |
| **RDA** | * Empathy with aims and values of RDA * Experience of working with and empathy with volunteers | * Knowledge of RDA |
| **General** | * Excellent computer literacy and data analysis skills * Confidence to work in new areas and explore a range of IT options for future development * Ability to work independently to agreed targets * Willingness and ability to travel independently and Nationally (when required) | * Use of databases * Customer service experience |

**ADDITIONAL INFORMATION**

**Role details**

* The role is full time (35 hours per week) and is offered as a permanent contract. We are happy to consider part time working for the right candidate
* The salary offered is £30,000 + benefits (Pension, PHI, death in service).
* The role is office based at Lowlands Equestrian Centre, Shrewley (approx 5 miles to the west of Warwick). We operate a flexible working from home policy and will consider home-based by agreement with regular travel to Warwickshire.
* The post holder may be required to visit participating member groups of RDA and partner organisations.