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### Projects Manager (based in our UK Team)

<i>Salary</i>	£28,000-32,000 pa fulltime, pro rata at agreed hours
<i>Responsible to</i>	HOO with 'dotted line' support from CEO
<i>Location</i>	At least 1 day a week in our Sheffield office
<i>Hours of work</i>	3-4 days a week
<i>Benefits</i>	A small, flexible team with a strong commitment to an inclusive working environment

Our vision is a world where a female body is not a disadvantage. We enable those experiencing disadvantage to overcome the barriers they face, come together to reshape their wider communities and institutionalise sustainable change for all through collective power, learning and advocacy.

We are an award winning, female-led organisation working in the UK and East Africa and advocating globally for an end to period poverty, shame and inequality. We received the Power Together Award from the Global Women Political Leaders Forum in 2019 in recognition of our contribution to building the global movement to end period poverty and shame and were named as one of the most effective organisations in the world addressing the issue in a report by the Kulczyk Foundation and Founder's Pledge.

We work in equal partnership with our locally led sister organisation, Irise Institute East Africa and with our networks of young, female advocates across the UK and East Africa.

Read more about our shared purpose in our [Global Strategic Framework](#).

#### **Purpose of the Role:**

This role will lead on the development and delivery of Irise's portfolio of projects, initially with a focus on our work in the UK context but with the potential to support our work in East Africa and global advocacy activities.

Our current strategic focuses in the UK are:

1. Enabling young, diverse female leaders working to end period poverty, shame and inequality to grow and develop themselves and their work
2. End the stigma around the female body and support period equality through peer-led education and advocacy
3. Support the most marginalised young people to access the period products and information they need

Initial work will include:

- Setting up and running our peer-led period education initiative in South Yorkshire, including recruiting, training and supporting young people to act as peer educators.
- Completing a pilot initiative to train and distribute Period Pants to a network of organisations addressing period poverty in the UK, including organising volunteers to pack and distribute products and completing an evaluation and report.
- Completing a final evaluation of our Empower Period Project which enabled young people to deliver their own projects to end period poverty and shame in their communities and lead a



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joint piece of national advocacy alongside developing plans to transition the youth-led Empower Period Forum and Network into the next phase of work.

- To input into fundraising plans and development of new concepts and cases for support for the UK context.

To be successful in this role, you will need to:

- Live and breathe our values.
- Be willing and able to seek out and develop new opportunities for Irise
- Be excited about developing your skills and leadership capacity

### **General Responsibilities:**

#### *Project Planning and Design*

- Creating detailed and fundable project plans (including budgets, activity plans, evaluation frameworks, case for support, risk management, safeguarding, and funder and stakeholder management) that meet Irise International's strategic objectives
- Building and nurturing partnerships with external organisations necessary to achieve strategic goals and to build effective project plans
- Feeding into strategic and operational discussions about team structure and core funding to ensure all resources (including physical resources, HR, training, etc.) necessary for effective project delivery are available
- Identifying medium and long term funders and developing funding strategy for work beyond fully funded phase of project work

#### *Project Delivery*

- Responsible for managing and tracking all aspects of project delivery and ensuring projects achieve objectives within target timeframes and with available resources
- Manages team, including more senior team members, junior staff, and volunteers responsible for delivering projects effectively
- Manages all project documentation, including but not limited to project initiation documents, partnership agreements, activity plans and monitoring frameworks, and internal and external reporting
- Contributes to delivery of practical tasks where required
- Actively manages relationships with all stakeholders to ensure all involved are satisfied with project progress
- Actively adapts project activities and plans to changing situations or in response to evaluation data or stakeholder feedback. Justifies changes to all stakeholders and internally
- With support of Safeguarding lead, responsible for ensuring project is delivered in accordance with safeguarding policies

#### *Project Evaluation*

- Creating evaluation frameworks, and ensuring necessary evaluation tools are available and team are able to use them to collect data necessary for evaluation



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- Responsible for analysing evaluation data to gain insights into how to improve project work and demonstrate impact in line with project objectives or supporting individuals responsible for evaluation to achieve their goals
- Presents and summarises evaluation data to all stakeholders (internal and external) and actively manages expectations and leads on any adaptations necessary to achieve project goals.
- Uses evidence of impact to improve existing projects and to plan and fund future work.

#### *Communications*

- Working with the CEO to develop and deliver appropriate external communications, including social media content and press releases when required or working with individuals responsible for developing communications materials to ensure relevant content is available.

#### **Person Specification:**

Experience:

##### *Essential:*

- Previous experience of project management in the UK charity sector

##### *Desirable:*

- First-hand experience or knowledge of Irise's work or related areas of work including working with young people, addressing period poverty and shame or gender equality related policy and advocacy work.
- Previous child protection and safeguarding training and/or related qualifications
- Previous leadership/mentorship/project management training or related qualifications
- Any other formal or informal training related to the key responsibilities of the role

Skills:

##### *Essential:*

- Must have a good command of English written and spoken
- Be a confident communicator and presenter
- Have experience of volunteer management and working with young people
- Be a starter-finisher with experiencing designing, funding, delivering and evaluating projects
- Have experience working with multiple stakeholders at different levels.
- Have experience of quantitative and qualitative data analysis
- Have experience using a CRM to track contacts
- Be able to manage competing priorities with success

##### *Desirable:*

- Experience of campaigning, advocacy or policy work on gender equality and/or social justice issues



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**Values:**

- Can commit to upholding [Irise's Fundamental Principles](#) including a commitment to enable the leadership and unlock the potential of others, support the priorities of the Irise community, operate in a way that leaves no one behind and work in equal partnership across cultural, geographical and economic divides.
- A team player willing to get the job done, work in mutually supportive way with colleagues and always act in the best interests of the people Irise represents and supports.
- Positive problem-solving attitude, confident to challenge, able to compromise.

**Other factors:**

Benefits include employer pension contributions, flexible working hours in a small team and a strong commitment to enabling everyone involved in Irise to develop their potential and passion through their involvement.

A DBS Check at the enhanced level will be required for successful applicants.

Willing to occasionally work evenings and weekends. Willing travel within the UK and potentially to East Africa.

**Terms and conditions:**

- £28,000-32,000pa pro rata equivalent depending on agreed hours.
- Initial 6-9 month contract with a view to offering a permanent contract at review if mutually agreeable.
- We are committed to supporting diverse and inclusive leadership within Irise and our wider networks and community and take practical steps to enable this including recognising lived experience as a form of expertise in our staff and board roles, adopting co-production models and elements of non-hierarchical and feminist leadership approaches in our internal structures and processes and through continuing to review and develop our policies in conversation with our team

**How to apply:**

Please email a copy of your CV and short cover letter explaining why you are right for the role to [info@irise.org.uk](mailto:info@irise.org.uk) making "Project Manager" the subject of the email. The deadline for applications is midnight on Sunday 30<sup>th</sup> January.