



Job description - Project Manager

Background

DOT PROJECT is a cooperative which works with organisations and networks within the social sector. We support people and teams to understand their digital priorities, build their capabilities to use digital tools and develop services effectively.

Building strong relationships is core to the way we work at DOT PROJECT, we seek to establish a culture of trust so that the organisations we work with can share their challenges and concerns transparently. In this way we are able to match charities to the best fit support.

DOT PROJECT is working with Comic Relief to deliver a support programme to grantees as part of funding received from the Ministry of Justice. This programme has a tight timeframe and will be an intensive project to deliver. This funding supports grantees with their core technology needs covering areas such as migrating to the cloud, deciding on case management or CRM systems, developing a robust IT and technology strategy and integrating internal systems.

We are looking for a Project Manager to support the delivery of this work from September - mid April 2022.

About DOT PROJECT

DOT PROJECT is a cooperative of practitioners who support organisations across the social, public and education sector to be their digital best. We coach people and organisations to explore how they can harness their unique organisational fabric, their morale, their capabilities and strengths to harness the potential technology provides in order to thrive in a world that is constantly changing. DOT PROJECT is founded with a clear vision to support civil society with tech - through funder led programmes more so than direct support to charities - particularly contributing to systemic and strategic initiatives.

The type of work we deliver, and that we are looking for support to coordinate is:

- mentoring support to charities
- delivery of short-term learning programmes
- designing & participating in events & workshops
- Capturing insights and liaising with the funder

We are a remote network and all work is remote and online.

Key responsibilities of the role:

- Support project coordination - ensuring activities are running smoothly, on time and on budget
- Schedule key activities within the core team and amongst our partner organisations - this often requires finding effective ways to schedule meetings when working with people with busy calendars
- Helping with the documentation of each phase of the project, as well as making summary reports and communication to the funder
- Troubleshoot challenges and find creative solutions
- Use, and advise on how we can improve, our project management tools and processes
- Support the morale of team members and partner organisations and build relationships with them to develop a strong delivery team



- Support organisational-wide activities including learning and business development

Preferred experience:

- Experience delivering projects to a range of stakeholders - for example organising and scheduling training, workshops and other events
- Experience of building relationships with and managing vendors and partners throughout project delivery
- Skilled in working with people and teams who are going through significant change
- Ability to engage with a broad range of stakeholders at all levels
- Ability to be flexible and adaptable in their approach
- Comfortable with working in a fast-paced online environment
- Experience of working in the third sector/charity space

Remuneration

As a cooperative we work on a day rate basis, everyone is paid the same rate. The day rate we are offering is GBP 300.00.

Please note that you would need to be set up as a sole trader or Ltd company and would need to invoice us on a monthly basis at the end of each month. Our payment terms are 30 days.

How to get in touch

If you are interested please get in touch with cat@dotproject.coop and kirsty@dotproject.coop with a short summary of your experience. We will then be in touch to let you know next steps.