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| **SECTION A: JOB DETAILS** | | | |
| **REFERENCE NUMBER:** |  | | |
| **JOB TITLE:** | **Projects and Programmes Manager, Modern Slavery Project Phase 2 (MSP Phase2), Multilateral Project Team**  **Commonwealth Parliamentary Association UK Branch (CPA UK)** | | |
| **PAYBAND:** | **B2** | | |
| **PAY RANGE:** | **£30,452 (entry level) - £36,532 (maximum) per annum** | | |
| **ALLOWANCES:** | **N/A** | | |
| **REPORTS TO:** | **Head of Modern Slavery Project** | | |
| **NUMBER OF POSTS:** | **1** | **HOURS P/W** | **Full time – 35 hours:** |
| **CONTRACT TYPE / DURATION:** | **Fixed term contract – end of March 2020** | | |
| **ISSUE DATE: 10 May 2018** | | | |
| **UPDATED: 2 May 2018** | | | |
| **CLOSING DATE FOR APPLICATIONS** | | | |
| **23:59 on Wednesday 4th July 2018** | | | |
| **INTERVIEW DATE** | | | |
| **Week Commencing 16th July 2018** | | | |
| **START DATE** | | | |
| **ASAP** | | | |

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| **SECTION B: SCOPE OF THE ROLE** |
| **JOB PURPOSE** |
| CPA UK works on behalf of both Houses of Parliament to provide resources and support for parliamentarians throughout the Commonwealth. It works closely with UK and Commonwealth parliamentarians to promote cooperation and understanding, encourages good parliamentary practice and advances parliamentary democracy. With core funding from the Houses of Parliament, CPA UK leverages additional funding from HMG and others for special projects.  Special Project: The CPA UK Modern Slavery Project  The Global Estimates from the International Labour Organization and Walk Free Foundation published last September 2017 indicated that 40.3 million people were caught up in the grip of modern slavery-related crimes in 2016. This means there were 5.4 victims of modern slavery for every 1,000 people in the world. This alarming figure is a wake-up call to the global community, which through the adoption of the Sustainable Development Goals has committed to the target of ending modern slavery and human trafficking by 2030.  The CPA UK Modern Slavery Project is a Home Office funded special project comprising of two phases:   * Phase 1 project (October 2016-October 2018): The aim of the project is to demonstrate to international legislators and officials the national and international benefits of introducing and/or strengthening modern slavery-related legislation in their own jurisdictions. * Phase 2 project (April 2018-March 2020): The aim of phase 2 is to support Commonwealth countries in strengthening their modern slavery, human trafficking and forced labour legislations and their parliamentary scrutiny and oversight processes and procedures.   The whole project is governed by a project board comprising UK parliamentarians, the Head of the Home Office’s Modern Slavery Unit (MSU) and the Chief Executive and Secretary of CPA UK.  The current MSP phase 1 team comprises 3.5 staff members. We are now recruiting new members of staff to work on the phase 2 project.  The phase 2 Project Manager will sits within the Modern Slavery Project Team (MSP Team), which is part of the CPA UK Multilateral Project Team (Team 3) and will be responsible for delivering project activities for the MSP Phase 2, under the supervision of the Head of the Modern Slavery Project. The successful applicant first major project activities will be :   * To support the coordination and delivery of international scoping visits to be undertaken before November 2018; * To coordinate and manage a Legislative Drafting Seminar to take place in London during the first quarter of 2019;   The Project Manager will be part of a busy and dynamic office in the heart of the UK Parliament and the Whitehall. The appointed candidate will ideally have some experiences in project management and good knowledge on modern slavery, human trafficking, forced labour, human rights issues. The person will have experience in the public /private / third sector in the UK and overseas. |

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| **KEY INTERNAL RELATIONSHIPS – including** | |
| * Members of both Houses of Parliament and their staff * Committees, Clerks, All Party Parliamentary Group and other organisations in both Houses. | |
| **KEY EXTERNAL RELATIONSHIPS – including** | |
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| **MANAGEMENT RESPONSIBILITIY** | |
| No direct line management, although the Project Manager will work with the MSP Project Officer. | |
| **ADDITIONAL INFORMATION REGARDING THE POST** | |
| **LOCATION** | The post is in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are also sometimes required. |
| **HOURS** | The standard working week is 35 hours with one hour unpaid for lunch. Job Share or flexible working may be possible.Overseas work will be required. Some evening, weekend and occasional public holiday working may also be required. **Annual leave** – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter. |
| **FOR FURTHER INFORMATION** | Visit [www.uk-cpa.org](http://www.uk-cpa.org) |
| **TO APPLY** | **To apply, refer to the guidance notes that have been developed for your use and send**  i) A completed form (attached) and  ii) CV to:  Jane Ajao  HR Manager  CPA UK  Westminster Hall  Houses of Parliament  London  SW1A 0AA  [cpaukrecruitment@parliament.uk](mailto:cpaukrecruitment@parliament.uk) |

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| **SECTION C: JOB SPECIFICATION** |
| **DESCRIPTION OF DUTIES** |
| **Strategic Planning and Project Management**  **Under the supervision of the Head of the Modern Slavery Project:**   * Plan, manage and deliver phase 2 project activities in the UK and abroad; * Assist and contribute to the management and production of core project outputs including events, print materials, social media, media etc. being responsible for the direct management of relevant project strands; * Assist in the preparation and management of project activities budgets and take direct budget responsibility for some budget lines; * Contribute to the risk management of projects activities; * Be prepared to take on particular aspects of the coordination of the work of contractors and providers as necessary; * Use appropriate project management methods to ensure the timely coordination and delivery of project work within the budget;   **Partnerships and Stakeholder Management**   * As directed, maintain and contribute to existing relationships and help develop new partnerships with organisations whose objectives align with and can add value to the Modern Slavery Project; * Contribute to the maintenance of relationships within and outside CPA UK and assist in ensuring that partners are working with each other and others to deliver the relevant project activities; * Contribute to the maintenance of positive and productive relationships with all stakeholders within and outside Parliament to support the project’s objectives;Work with UK parliamentarians and relevant Commonwealth legislatures to ensure project activities meet their needs and expectations;   Programme Development   * Support the Modern Slavery Project team and any stakeholders within and outside Parliament to design and manage innovative and ambitious project activities; * Work with the Head of the Modern Slavery Project team to ensure that there is an innovative and ambitious legacy from the project activities; * Work with the Head of the Modern Slavery Project team and the rest of the team to ensure project activities achieve project’s milestones and indicators; * Prepare and submit project activities’ narrative and budget reports to the Head of the Modern Slavery Project;   Communications   * Be the first point of contact for the project activities; * Work with the Communication Manager to ensure that team workplan, outputs and associated details are kept up to date on the Modern Slavery Project section of the CPA UK website; * Provide regular updates to the Head of the Modern Slavery Project team and the rest of the team, as well as any other involved partners/ stakeholders as required; * Work with the Communication Manager to ensure that project activities are covered within the Modern Slavery Project’s media strategy and as directed, support the creation and implementation of a marketing and media strategy, including an integrated social media strategy for the project activities;   Governance   * Contribute to the Modern Slavery Project team meetings and the Multilateral Project Team meetings; * Directly report to the Head of the Modern Slavery Project; * Provide project activities’ progress at the teams’ meetings and when applicable to any internal/external meetings; * When responsible, maintain clear controls and reporting of budget; * Project’s existing rules;   When responsible, operate effective forecasting and financial planning; |

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| **SECTION D: LEVELS OF CORE COMPETENCIES REQUIRED** | |
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| **OUTLINE DESCRIPTION** | |
| **Core Competence** | **Headline of level required / expected** |
| **Core Competence 1 – Delivering Results for CPA UK**. Understands and works towards the vision, mission, objectives and priorities of CPA UK and the Modern Slavery Project team; is able to translate these into identifiable actions and positive results. | 3. Uses knowledge of Parliament and CPA UK to deliver a better service; understands CPA UK and the MSP priorities and can translate them into workable objectives for teams and individuals. |
| **Core Competence 2 – Leadership and Management (*Assessed regardless of an individual’s management responsibilities*)**. By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK’s MSP objectives; contributes to / plans her / his team’s work in ways which make the best use of an individual’s skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance. | 3.Leads by example; actively encourages and supports team members and colleagues to develop leadership and management skills. |
| **Core Competence 3 – Providing a Stakeholder Focus (*Stakeholders are those with whom CPA UK does business; within and outside Parliament, within and outside UK*)**. Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations. | 3.Develops a good understanding and anticipates the needs of stakeholders; sets high standards for CPA UK’s MSP delivery. |
| **Core Competence 4 – Continuous Improvement**. Continually seeks ways to increase her / his effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses her / his initiative. | 3. Looks outside own team to improve effectiveness and efficiency; takes responsibility and ownership for team actions; promotes and engages colleagues with change. |
| **Core Competence 5 – Working with People**. Builds strong collaborative working relationships to achieve common goals; involves and supports others; shares information and best practice. | 3. Builds collaborative relationships with others outside own team to achieve common goals; works effectively at all levels. |
| **Core Competence 6 – Communicating Clearly**. Communicates ideas and information effectively, orally and in writing; uses language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood. | 3. Explains complex issues, making them easy to understand; makes sure important messages are being communicated and understood. |
| **Core Competence 7 – Influencing & Negotiating**. Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation. | 3. Uses a range of persuasive techniques and behaviours to influence others. |
| **Core Competence 8 – Planning and Organisation**. Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives. | 3. Plans and organises complex or multiple activities, maximising the use of resources available in a cost efficient way. |
| **Core Competence 9 – Analysing and decision-making**. Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions. | 3. Gathers information from a range of sources; probes for further information; identifies risks and considers alternative options to make good decisions. |
| **Core Competence 10 – Technical skills and knowledge**. Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability. | **Advanced**.   * Applies advanced functional knowledge to do the job at a high level of achievement * Consistently shares expertise with others, teaching skills and explaining concepts |

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| **SECTION E: PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| **Essential**   * A university degree in a relevant subject (or equivalent professional qualification) with experience of strategic project and programme activities **OR** significant experience of strategic project and programme activities in a similar environment. * Good knowledge on human rights, modern slavery, human trafficking, forced labour, child exploitation.   **Desirable**   * A PRINCE2 (or equivalent) project management qualification * Working knowledge of content management systems and desktop publishing software e.g. InDesign |

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| **SKILLS AND EXPERIENCE** | **Application** | **Interview** |
| Experience of working on programmes and projects in the private, public, or NGO sector | x | x |
| Initiative and creativity in reaching and enthusing new and existing stakeholders | x | x |
| A track record of involvement in concurrent project and / or programme management within a multiple stakeholder environment, with a focus on delivery | x | x |
| Experience of collaboration with internal and / or external stakeholders including conflict resolution | x | x |
| Experience of management in a small team | x | x |
| Ability to be flexible, respond positively to change, work effectively under pressure, deal with conflicting priorities, and to cooperate effectively with colleagues within and outside Parliament | x | x |
| Good communications skills with experience of contributing to quality written materials for publication and internal and external circulation and a demonstrated ability to establish relationships and to communicate effectively with people from a wide variety of backgrounds | x | x |
| An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments | x | x |
| A good understanding of the Commonwealth, the Westminster parliamentary and political system and current international governance issues | x | x |
| A good knowledge on human rights, modern slavery, human trafficking, forced labour, child exploitation. | x | x |