

# Project Manager

 gateway  
qualifications

*learning your way*

## A message from the Chief Executive Officer

Welcome to Gateway Qualifications! It is my pleasure to introduce you to our company.

We are a dynamic and growing company with ambitious targets and a determination to succeed. We are a charity, motivated by supporting our centres and our learners to meet our charitable aim of widening participation for all. Meeting the needs of our learners, which we do by our particular brand of personalised support for our delivery centres, is the driving force of the company.

Gateway Qualifications has a long and successful history, starting back in the mid-1980s with the emergence of what became known as the Open College Network movement. Since that time we have adapted and changed to meet the developing needs of our centres and our learners, to become the successful company we are proud of today. We are not afraid of change; in fact we embrace it!

As an ambitious and go-getting company, we are keen to attract like-minded people to work with us, for it is only through our people that we can continue our success story. If you feel you would thrive in a company such as ours, we would be delighted to meet you.

## Project Manager

One Year Fixed Term Contract - Full-time

This role can be remote or with the option of hybrid working at our Colchester Office

Salary range £40,000 - £45,000 depending on experience

Gateway Qualifications is growing, and we are seeking a Project Manager to join us on our exciting digital transformation journey.

You will be responsible for project managing major system implementation and data projects across the entire operations of the business, collaborating with business users, IT team members and third party suppliers.

Holding a recognised project management qualification you will have demonstrable experience in successfully delivering projects to completion working within formal project management methodologies.

You will be comfortable working at all levels of the organisation, working with business facing teams to ensure all deliverables are clearly communicated to, and understood by the various workstream owners and that tasks are completed on time to ensure the overall projects remain on track.

Gateway Qualifications operates a hybrid working model, so you will need to have a suitable environment at home to work (quiet, free from interruptions and with a reliable, high-speed internet connection). You will mainly be working from home but must be able to commute to our Colchester office as required.

## About Gateway Qualifications

Gateway Qualifications is an Awarding Organisation with over 30 years of expertise. We offer a wide range of regulated qualifications, Access to HE Diplomas, develop bespoke qualifications and quality assure in-house training.

At Gateway Qualifications our focus is on creating the highest quality qualifications which are accessible to all and enable the learner to thrive.

If you are interested in this vacancy, you will be able to make an application via the website using our careers page. Please ensure you attach your CV and a covering letter explaining why you are suitable for the role.

Please note that the closing date for applications will be midday Monday 11<sup>th</sup> July 2022.

Interviews scheduled for 20<sup>th</sup> to 22<sup>nd</sup> July.

## Job Description

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Job Title	Project Manager
Reports to	Director of Finance
Working Hours	Full-time – 35 hours per week - Hours and days to be agreed with the manager and may be subject to change to respond to customer needs
Location	This role can be remote or with the option of hybrid working at our Colchester Office

## Job Purpose

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To project manage major system implementation and data projects across the entire operations of the business as part of a strategic change programme, collaborating with business users, IT team members, third party suppliers, and other stakeholders.

## Responsibilities and Accountabilities

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- Manage a key systems implementation project for the business through to end delivery in compliance with Gateway Qualifications' project management standards
- Manage our data transformation project to ensure the data strategy is clear and all projects and systems are aligned
- Update project plans to achieve the deliverables and then implementing those plans, ensuring that progress is maintained in line with objectives
- Proactively manage project risks and issues, escalating where necessary and taking corrective action as required
- Maintain project documentation
- Utilising resources allocated to be accountable for the successful delivery of the project in terms of time, cost and quality
- Develop and maintain productive working relationships with all stakeholders (including third party suppliers where necessary) to ensure they remain engaged and informed throughout the project
- Arrange and manage all project workshops
- Undertake regular reporting to the project team, project sponsor and the business' programme steering group
- Drive collaboration across the business, IT team and 3rd party partners to ensure project deliverables meet the business need and deliver value throughout the project
- Build trust and confidence with internal and external customers

## Company Values

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All staff are expected to carry put their work in line with the organisation's values of:

Partnership

- Working together
- Supporting teamwork across the organisation
- Communicating, listening, supporting and collaborating

#### Integrity

- Behaving ethically, with openness and honesty
- Trusting and respecting each other
- Taking ownership of our performance

#### Originality

- Embracing change
- Thinking creatively and innovating
- Encouraging positive risk taking

#### Quality

- Getting it right first time, every time
- Taking pride in what we do
- Continuously improving

### **General Statement (included in all job descriptions)**

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- You will create an environment of service excellence by engaging and thinking from a customer perspective and be highly motivated to deliver outstanding customer service at all times.
- You will ensure that you are aware of and comply with all the policies procedures and practices of the organisation.
- You may be asked to undertake any other duties commensurate with the nature and level of the post.
- The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that arise.

## **Person Specification**

### **Shortlisting criteria identified from the application process**

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#### **Qualifications**

- A recognised professional project management qualification

#### **Experience**

- Experience working within a formal project management methodology
- Demonstrable experience and successful track record in leading and managing the delivery of projects to scope, timescale and cost
- Experience working closely with business system users and IT teams to ensure project requirements are effectively captured, defined, communicated and delivered to scope and quality
- Demonstrable experience with business process reengineering

### Skills

- Excellent verbal and written communication skills, with proven ability to prepare and present reports, status updates, project plans, executive-level project updates, and reports for the Programme Steering Group and other corporate governance requirements

## Qualities and skills to be assessed at interview

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### Personal Qualities

- Ability to communicate with different levels of stakeholders and the appropriate levels
- Able to absorb and evaluate complex information quickly
- Able to adapt to change and be a change advocate

### Knowledge, skills and experience

- The ability to learn critical concepts of the services we offer is crucial, but a working knowledge of Awarding organisations or Further Education is desirable
- Excellent oral and written skills
- Excellent organisational and time management skills
- Ability to work within project guidelines to tight timeframes and under pressure
- Experience working in a regulated sector desirable

## Further Candidate Information

### A message from the Staff

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You can read all the facts about us on our website, but we thought that we'd introduce ourselves from the staff point of view. We are a business which is also a charity and the staff take pride in our main purpose of supporting our centres. It's a key part of what we do.

We are small enough to care but large enough to be able to invest in technology so that we can add value to our roles by working with our centres and our learners.

We have a small senior leadership team who are really approachable. They sit in the same office space and are truly part of the team. We also have an excellent Board of Trustees that invests in us as an organisation so that we can do more for our customers.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves! As the staff team we are innovative and embrace change so that we can all join in and celebrate as well as having a bit of fun.

We hope you feel that you want to join the team and look forward to meeting you.

### Working at Gateway Qualifications

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Our latest staff survey says 97% of people enjoy working at Gateway Qualifications.

We have 30 core staff, supported by our wider workforce and our consultants who form a total team of about 90 people in total. We are based in Colchester for our main office but have colleagues all around the country and some staff work from home depending on the job role.

## Our Values

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**We believe in involving our staff in all aspects of the business.**

Staff decided on our values and behaviours so that it means something to them. These are our values and we expect everyone to demonstrate these in their everyday work.

We also have weekly all staff training, staff days and a staff involvement group who meet the CEO regularly to have a chat through our strategy and any issues that staff want to raise. It's a chatty meeting.

## ***Our Values***

### ***Partnership***

- Working together
- Supporting teamwork across the organisation
- Communicating, listening, supporting and collaborating

### ***Integrity***

- Behaving ethically, with openness and honesty
- Trusting and respecting each other
- Taking ownership of our performance

### ***Originality***

- Embracing change
- Thinking creatively and innovating
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### ***Quality***

- Getting it right first time, every time
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- Continuously improving



## The Benefits

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### Salary

We all like to feel we are fairly rewarded for the hard work that we complete. At Gateway Qualifications equality and fairness are a core part of our HR strategy. We have moved to an open and transparent pay scale model which rewards staff through a 6 point pay scale.

You will be able to progress through the scales based on achieving your objectives and contributing to a successful organisation. The scales are regularly benchmarked, and we think we pay competitive salaries.

Talk to us if you have any queries about the pay as we like to attract the best candidates.

### Bonus

We like to share in success. If we are successful and achieve our targets, then the Board have the discretion to award us all with a lump sum bonus scheme. We are not sure of the amounts from year to year, but everyone will benefit in our team success.

### Pension

We offer a fantastic pension scheme. You can pay into the University Superannuation Scheme which is a defined benefit scheme where your pension will be based on your career average salary. Feel free to ask more about this later in the recruitment process.

### Working hours

We offer a full-time working week of 35 hours. This is a great benefit, but we do sometimes ask for flexibility to work more when we need it and then take a bit of time off another day with your manager's agreement. We don't do clock watching or filling out timesheets. We trust our staff to do the right thing.

### Holidays

We offer a generous holiday entitlement. In line with our harmonised terms and conditions, we offer the same holiday to all our staff as we believe that we should treat all staff equally. The full-time entitlement is 30 days leave plus the 3 days in between Christmas and New Year, plus the bank holidays. If you work part-time this is pro-rata.

### Flexible working

We offer a range of options if you need to work flexibly. We have flexible start and finish times depending on your job role and we do need to keep the customers happy. We also like to keep our staff happy and find that some flexibility over working hours and occasional appointments means a lot to people. We ask for some flexibility in return, but you work with your manager to agree what's best.

## **Sick pay**

Although we hope you don't need to use it, it is reassuring to know that if you need to be off sick for major illnesses then we are able to support you with a generous sick pay scheme. The benefit increases with service up to 6 months' full pay and 6 months' half pay.

## **Career development**

We offer some great opportunities to develop your skills and your career. Many of our staff have been internally promoted and all have had investment in their training and development over the years. We offer working on cross-functional project teams which means you get to find out about other areas and use your strengths for the benefit of the business.

## **Supporting you**

We have a performance management scheme that we hope supports you as an individual to improve your contribution to our success. You will have a one-to-one meeting with your manager on a monthly basis and we monitor to make sure the meetings take place and are useful. You'll also have a mid-year review and an annual performance appraisal where your objectives will be agreed. If you need extra support during the year, then we can arrange training or coaching if this is appropriate. We also place employee wellbeing high on the agenda.

## **Communication and get togethers**

All organisations say that they can improve communication and we are the same, but we do try our hardest to keep everyone up to date. We have weekly Thursday training for all staff. Key priorities and learning are shared, and we have updates about all sorts of topics which help us all adapt to the changing business environment. We also manage to squeeze in regular virtual 'team socials' which are sociable, and occasionally competitive!

We have regular staff days, where we take time out away from the office together and have the opportunity to input into the strategy, learn new skills and have a bit of fun. At our last staff day, we had a treasure quest, got creative with power tools and saws, and fed giraffes and elephants.