

Overview of Role



Job Title:	Project and Operations Manager
Purpose of Job:	To provide and develop high-quality project management for Rocket Science's grants programmes, consultancy and support contracts
Location:	Farringdon, London
Reports to:	Managing Director
Reporting to this position:	Project Officer
Salary Scale:	£35,000 – £40,000 (plus benefits and 25 days' annual leave) <i>NB – Starting salary will be dependent on experience.</i>
Contract:	Full-time (37.5 hours per week); unsocial hours may be occasionally required

Rocket Science UK Ltd

Rocket Science, established in 2001, exists to improve the quality and performance of services for the public. We have a particular commitment to helping disadvantaged individuals, families and communities enhance the quality of their lives, working as independent advisers, researchers, evaluators, facilitators, trainers and mediators.

We specialise in the fields of employability, learning and skills, health improvement, third sector support and community economic development. Our services go beyond consultancy to include organisational and partnership development, as well as acting as evaluation partners and managing agents of a number of grants programmes.

Grants and Programme Management

A wide variety of public services and policy objectives are delivered through the funding of voluntary and community sector organisations and social enterprises. Since 2010, we have designed, managed and evaluated grants programmes on behalf of a range of national, regional and local funders.

In 2016, Rocket Science became an approved supplier of Grants and Programmes Services for **Sport England** and the **UK Government** (via the Crown Commercial Services procurement framework). We therefore have opportunities to build and diversify our programme management services and the role of Project and Operations Manager is key to realising this ambition.

We currently manage a number of high-profile grants programmes on behalf of the Greater London Authority (FreeSport, Get Moving and the Major Sports Events Fund) and Newcastle City Council (The Newcastle Fund and the Council's Ward Committee Funding).

Job Description



Rocket Science's Project and Operations Manager is responsible for the management of external contracts (grants and programme management, public and third sector research, support and consultancy) and internal projects at Rocket Science's London Office.

The post-holder will support and advise clients on their funding aims/requirements, and hold responsibility for the design, end-to-end delivery and development of a variety of different grants and programmes.

Project and Programme Management

- Co-design programmes; create and implement project plans
- Provide end-to-end programme management support, including the:
 - Design of application form, fund prospectus, guidance documentation
 - Promotion and advertisement of opportunities to potential grantees
 - Maintenance of efficient and transparent filing systems and grantee records
 - Oversight of all application assessment and awarding processes (e.g. eligibility checks, scoring, due diligence etc.)
 - Provision of ongoing applicant/project support and monitoring via email, telephone and in-person visits
 - Organisation and facilitation of networking events to support project delivery and share programme outcomes and learning
 - Oversight of finance and payment processes, managing invoices, budgets, grant agreements, payments, etc. (liaising with the Rocket Science Finance Manager where appropriate)
- Obtain and analyse quantitative and qualitative programme data to produce intermittent and end-of-project reports and evaluations.

Business Development

- Identify opportunities for extending our grants management tools and services
- Draft and coordinate the submission of tender responses and contract proposals
- Develop Rocket Science's market profile including our online and social media profile
- Represent Rocket Science at appropriate business forums, networks and events

Other Responsibilities

- Supervise, manage and oversee the Project Officer in their role
- Manage the day-to-day operations and logistics of Rocket Science's London Office

Person Specification



Essential

- Project/contract management experience
- Understanding and/or experience of grant funding
- Ability to write reports and deliver presentations
- Ability to think creatively and logically in designing approaches to tasks
- Ability to plan and prioritise workloads and meet deadlines
- Excellent communication, networking and relationship-building skills
- High level of competency with IT systems (proficiency with MS Office is essential)
- Ability to analyse quantitative and qualitative data, identify trends and draw conclusions
- Ability to work both independently and collaboratively with clients, partners and Rocket Science colleagues

Desirable

- Grants management and/or financial administration experience
- Experience working within Rocket Science's funding specialisms (eg voluntary and community sector, employability, education and skills, sports, health and wellbeing)
- Experience providing consultancy and support to public and third sector organisations
- Experience of line managing colleagues and coordinating with external partners
- Access to a network of contacts that would facilitate success in the role (eg grant assessors, specialist consultants)

Rocket Science's Values

Our values guide the way we work and the way we develop as a company. Rocket Scientists are committed to these and behave in ways that are consistent with them. We aim to deliver excellent services by:

- being accessible and responsive to our clients' needs;
- working with clients rather than for clients;
- finding creative and practical solutions;
- investing in our people;
- learning and sharing;
- making a difference;
- enjoying what we do.

Application Process



Requirements

To apply for this role, please submit a copy of your current CV and a covering letter (max. 500 words) explaining how your skills and experience make you suitable and what you will bring to the role, drawing on this job description and person specification.

Application Instructions

Please send applications by email to john.giffiths@rocketsciencelab.co.uk by 5pm on Monday 12th December.

Please entitle your email with: 'Project and Operations Manager –Your Full Name', indicating within the body where you found out about the vacancy and including the names and contact details of two referees including, if applicable, your most recent employer.

NB – referees will not be approached without your prior knowledge, and only following an application and interview.

Next Steps and Further information

We plan to hold interviews for shortlisted candidates in the **w/c 12th and 19th December**. This will consist of a competency-based interview followed by a short exercise.

If you have any questions about the role, please call John Griffiths on 020 7253 6258 or email john.griffiths@rocketsciencelab.co.uk.

NB – Rocket Science operates an equal opportunities policy and will appoint solely on the basis of the applicant's ability to do the job in question. We do not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability, nor will such factors play any part in decisions on appointment or selection.