
JOB DESCRIPTION

Job Title: Project Manager

Grade: D

Department: Strategic Enterprise Renewal

Main purpose of job:

CAF is undergoing significant programme of change through its “Together Building Opportunity” strategy. The programme aims to deliver the strategic vision of *‘A global digitally-enabled platform for giving, connecting people to accelerate social progress’*

The next phase of the programme turns the spotlight to the Target Operating Model, platforms and products that service our customers. Our plan is to design, build and launch new global systems, products and services to better meet the needs and opportunities, now and into the future, to serve our customers, and in doing so further improve our ways of working.

This role will work as part of the transformation programme team to manage and support all aspects of change across the CAF organisation.

We are currently seeking an ambitious individual to join our team as a Project Manager to work on a high profile, international data and technology project.

Responsible to: Group Change Portfolio Manager

Budgetary responsibilities: To be agreed as part of the planning process

Responsible for: *None*

Key Job Responsibilities:

- Drive change by providing high quality, consistent delivery of projects across multiple business functions, entities and geographies.
- The Project Manager will need to deliver to project goals and communicate progress towards milestones to key stakeholders to enable the business areas to support and adopt the change.
- The Project Manager will provide proactive business project leadership which will require strong stakeholder facilitation skills and the ability to work through complex issues to determine the right course of action.
- Develop realistic and workable solutions that support the customers' needs and implement them successfully.

- Communicate effectively and provide clear and concise reporting to all levels in the organisation through written and verbal updates, presenting at Steering Committees and Leadership events as required.
- The post holder will need to gain rapid acceptance of a more disciplined approach to project management. They will help to introduce appropriate project management standards and work with resources spread over a number of divisions.

Key Accountabilities

- Take full responsibility for one or more projects through their complete end to end' lifecycle from project initiation through to go live
- Manage expectations and have the ability to influence project stakeholders
- Ensuring that high-quality and realistic project plans are prepared and maintained
- Prioritise and allocate work packages to the project delivery teams.
- Provide regular and accurate reports to stakeholders as appropriate
- Secure resources from within the business and project teams to deliver projects on time, and to cost and quality.
- Managing the scope of the project, ensuring changes are controlled within the change control procedure
- Manage any third-party consulting arrangements
- Works within the defined governance frameworks.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: July 2025

PERSON SPECIFICATION

Job title: Project Manager

Date: July 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced ⁺
Experience <ul style="list-style-type: none"> - Several years of working within challenging business environments - Experience of Project Methodology and delivery - Senior Relationship Management to board level - Deep understanding of charity/philanthropic space - Understanding of corporate markets - Project management experience with strong understanding of project management best practices - Experience in working cross functionally to deliver business benefits - Project finance controls, evidence of budgetary responsibility and control processes - Risk management experience - Experience in managing teams sourced from multiple departments/disciplines 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> A/C A/C A/C A/C A/C
Qualifications <ul style="list-style-type: none"> - Degree or equivalent 			E
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> - Creative thinking - Problem-solving - Logic/analytical skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ 		<ul style="list-style-type: none"> A/C A/C A/C
Communication <ul style="list-style-type: none"> - Excellent interpersonal skills with ability to communicate in writing and verbally to Director level. - Confident presentational skills to persuade others and impart information - Ability to co-ordinate and manage cross functional workshops - Confident communicator able to debate/challenge concisely, empathetically and clearly at all levels - Creative thinker with the ability to deliver change initiatives - Multi-functional experience 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> A/C A/C A/C
Personal Qualities <ul style="list-style-type: none"> - High attention to detail - Excellent time management skills - The ability to manage internal/external stakeholders. - Energy and enthusiasm. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> A/C A/C A/C A/C

<ul style="list-style-type: none"> - Calm under pressure - Good sense of humour - Team player - Experience running / facilitating meetings workshops - The ability to thrive in a constrained environment - The ability to show initiative and to work independently - Thoroughness and attention to detail 		✓	A/C
Prior to Appointment All posts: <ul style="list-style-type: none"> - Credit Check - Dow Jones Check - Basic DBS Check - Employment References - Medical Clearance - Right to Work in the UK 			R/E

Key – How Evidenced

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment