

## **Project Manager: One to One Future Leaders Programme**

### **Job Description and Person Specification**

The Future Leaders Programme is a leadership development programme for young refugees aged 20 - 30 including the delivery of skills-based sessions and the opportunity to obtain a coaching qualification. In 2020 we ran an initial pilot programme, working with 14 refugees. In 2022 we are looking to deliver an extended pilot offering the programme to two cohorts of 15 refugees twice a year (60 participants annually).

The Future Leaders Programme is run under the auspices of JRAN (Joint Refugee Action Network) which is a project of One to One Children's Fund.

#### **Job Purpose**

To project manage all aspects of this exciting initiative, One to One Children's Fund is looking for a confident and experienced Project Manager with a passion for supporting refugees and exceptional organisational skills to work with us on this exciting initiative.

This part-time, freelance contract role will consist of guiding the four separate cohorts made up of refugees on an intensive learning journey.

**Salary:** £35,000 pro rata

**Location:** Predominantly remote based. Occasional travel and in-person attendance at face to face meeting and events at the One to One offices in North West London. Attendance at two graduation ceremonies is required.

**Duration:** 13 months (November 2021 – December 2022)

**Closing Date:** 25<sup>th</sup> October 2021

**Hours of Work:** Part time - 3 days per week (24 hours). Holidays cannot be taken when the courses are running.

**Reporting Relationships:** Working closely with the Future Leaders Project Coordinator. Will report to the One to One Children's Fund Future Leaders advisory board chair.

## **Main Responsibilities**

Working closely with the Future Leaders' Advisory Group, the Project Manager will cover the following:

- Project Management
- Recruitment of participants for the programme
- Management of refugees, who are participating in the programme
- Creation and management of a faculty for future leaders and a programme
- Creation and management of an alumni programme
- Marketing & communications support
- Management of relationship with the CIRCL team
- Management of relationships in the refugee sector
- Budget management and administration

## **Personal Qualities**

- Strong empathy for the cause and ability to manage cohort on a personal level
- Able to manage delivery outcomes
- Confident working with a wide-variety of stakeholders
- Effective verbal and written communication skills
- Effective organisational and project management skills
- Desire to make a difference to the UK Migrant and Refugee sector

## **How to apply:**

Please submit your CV & cover letter (1 page) on our website at: [www.jran.uk/jobs](http://www.jran.uk/jobs)

If you have any problems submitting online, email: [jointrefugeeactionnetwork@gmail.com](mailto:jointrefugeeactionnetwork@gmail.com) and use the subject line: **Future Leaders Programme: Project Manager Role**, when making your application.

The closing date for applications is **25 October 2021**

Interviews will be held week commencing **November 1 and November 8 2021**

We will update on details shortly and kindly ask that you hold these times whilst you await the outcome of your application. If you have a preferred time/ date option out of the above please state that in your covering letter and we will do our best to accommodate.