**Inclusive job advert: Example View**

**Project manager (Full-time, Part-time or Job Share)**

* £40,000 a year full-time salary (40 hours). Part-time or job share salary calculated pro rata.
* Oxford or London office (working from home or the office);
* Permanent;
* Available part-time (minimum 16 hours), in a job share or full-time (see 'Flexible working');

We offer a 10% employer contribution to your pension, training for PMP certification, and flexible working (see below).

The Orange Company is looking for a knowledgeable project manager to help us innovate. The position is based in the Elastics Department and is managed by the Elastics Project Director. The ideal candidate has production experience and strong skills in developing and overseeing work plans.

Responsibilities:

* Establish and maintain processes for managing scope during the project lifecycle, setting quality performance standards and assessing risks;
* Structure and manage performance databases for digital, print, social, broadcast projects;
* Develop and maintain partnerships with third-party resources, including vendors and researchers;
* Assign and monitor resources to ensure project efficiency;
* Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary, according to the project work plan.

Requirements:

* Experience in managing complex projects;
* Professional project management certification, such as PRINCE2;
* Experience in developing platforms for internal processes;
* Experience in coaching project team members to strengthen their abilities and skill sets.

Flexible working:

We offer a range of flexible working arrangements, including working from home, compressed or part-time hours, job shares and other arrangements. There is no need to justify your preferred working pattern and we encourage our people to work in whichever way helps them to perform at their best.

* For part-time: minimum 16 hrs per week split over a minimum of 2 days including Wednesdays.
* For job share: maximum half a day crossover for both job share members to coordinate. You are welcome to apply alongside another applicant or we can try to match you with another candidate if possible.
* Location: work from the office every Wednesday for in-person meetings, otherwise a choice of home or office.
* When to talk flexibility: we will ask about working pattern preferences after we make an offer.

Workplace adjustments:

At the Orange Company we work closely with employees to help them work at their best, including making adjustments such as flexible working, providing equipment or changes to the workplace. All candidates invited to interview have the opportunity to choose from a list of adjustments to the recruitment process, or describe one not listed, when scheduling your interview. Some options include accessible parking, communication support or breaks.

How to apply:

* To apply for this role, please submit your application at [www.theorangecopmany.com/managerapplications](http://www.theorangecopmany.com/managerapplications) before 23:59 on 1st February 2023.
* Application decisions shared by 6th February 2023
* Interviews will take place w/c 13th February 2023
* We are aiming to make an offer by 15th March 2023 to start in April. Check here for an overview of our recruitment process.

If you have any questions or there's anything we can help you with, get in touch with Sam, our recruitment manager:

* phone +44 (0) 207 438 2500
* email sam@theorangecompany.org.uk

We look forward to receiving your application.