JOB DESCRIPTION

Job Title	Project and Change Manager
Reporting to:	Senior Programme Manager
Location	Central London Offices, and Hybrid working to be supported.
	The expectation is that your minimum office attendance will be a minimum of 6 days per month. This is open to amendment in the future
Hours	37.5 hours / 5 days a week
	Flexible working arrangements are supported (minimum 0.8FTE accepted)
Salary Band/Grade	£47,336 (Band 3)
Duration	18-month fixed term

Background Information

About the Centre for Ageing Better

Everyone has the right to a good life as they get older and our whole society benefits when people are able to age well. But far too many people face huge barriers, and as a result are living in bad housing, dealing with poverty and poor health and made to feel invisible in their communities and society.

The Centre for Ageing Better is pioneering ways to make ageing better a reality for everyone. Its key areas of work include challenging ageism and building a nationwide Age-friendly Movement, creating Age-friendly Employment and Age-friendly Homes.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

We are striving to create an organisation that reflects our society and the communities we serve. A workplace where everyone feels empowered and where diversity of background and thought is celebrated. We know there is more work to be done and are committed to continuing to improve our practice around Equality, Diversity and Inclusion.

Job Purpose

The UK is facing multiple crises with the rising cost of living and unprecedented levels of economic inactivity amongst those aged 50+. We know that work can provide financial, social and health benefits: but employment support services do not work well for those aged 50+ and many employers are lagging behind in terms of age inclusivity. We want to change that.
The Project and Change Manager will be responsible for the effective management and delivery of

the Supporting Disabled Older Workers Project and the third phase of the Redundancy Support Project. The role will also support the wider strategic aims of the Work Action Area, engaging with strategic partners in line with our stakeholder planning to support increased uptake of our work and to widen impact against the overarching aim of ensuring fair access to decent work for people in their 50s, 60s and beyond. As part of the Worklessness team under the Work Action Area, you will be focused on ensuring that employment support and training are effective for people over 50.

You will be responsible for managing the Supporting Disabled Older Workers project. This will include contract management of the commissioned researcher, management and engagement of the experts by experience group and reporting to the project funder. You will also be responsible for involving colleagues in contract delivery and ensuring senior management are up to speed with project developments.

You will be responsible for delivering the third phase of work around improving redundancy support for people over 50:, identifying opportunities for scaling our learning and implementing these. You will manage the development of shared resources with unions and HR professionals.

Feeding into our stakeholder engagement plans, you will identify opportunities for the development of our work and actively engage key partners to secure new opportunities for impact. You will play an active role in the development of activity for commissioners and providers of employment support and training.

The Project and Change Manager will work closely with the Senior Programme Manager and Project and Change Officer, as well as engaging with the wider Work Action Area team and organisation to support shared learning and opportunity development.

Specific duties and responsibilities

Manage projects to address challenges faced by older workers in the labour market, particularly those which explore and address issues facing those at heightened risk of poor outcomes.

At this stage, this means managing our Supporting Disabled Older Workers project and delivering the next phase of work on the Redundancy Support Project. In the future, additional projects of a similar nature may develop, subject to attracting funding.

- Manage and engage the experts by experience steering group: working to exemplify best practice in accessibility and inclusion.
- Manage the commissioned research partners, ensuring that they deliver on time, to good quality and within budget – and engage effectively with the steering group.
- Manage the development and delivery of final written outputs
- Develop effective ways of working and recording of project activity alongside the Project and Change Officer.
- Maintain project plans with clear goals, milestones and responsibilities, working with delivery partners, project partners and Ageing Better colleagues to ensure work is delivered as agreed.
- Manage the project budget – and feed into organisational forecasting processes
- Regularly report on progress to the Senior Programme Manager, identifying risks, and delivering any changes required to ensure activities stay on track.
- Provide regular reporting and MI to stakeholders, partners, Ageing Better and funders funder
- Manage any additional projects or pieces of work related to the current defined projects.

Manage and support on influencing and engagement activity that will improve the quality of employment support for people in their 50s and 60s

- Keep up to date with new and emerging local and national priorities; collating and maintaining employment data, labour market information, service provision, evidence and reports.
- Develop and maintain relationships with stakeholders, including but not limited to employers, employment support providers and representatives across different local authorities to support opportunity development and scalability of our learning, in line with Senior Staff engagement planning.
- Work closely with the Work team, wider colleagues and evaluation partners to identify and document learning from projects to be shared both internally and externally.
- Draft written outputs to communicate our work, including quarterly newsletters and blogs as appropriate.
- Present to a range of key audiences as needed and identify opportunities to promote our insights via workshops, events and roundtables.

Act in line with Ageing Better's principles and values

- Take personal responsibility for safeguarding and promoting the rights of older people
- Comply with our policies and procedures at all times, in particular, Data Protection
- Promote and support open and effective collaboration across Ageing Better
- Carry out all duties in a professional manner and in line with our values
- Undertake any other roles or responsibilities that may be reasonably required

Person specification

Criteria	Essential	Desirable	How identified & assessed
Knowledge / skills			
Good understanding of local government and public / voluntary sector contexts and policy environments	X		Application / interview
Excellent communication and influencing skills, including written and presentation	X		Application / interview
Experience of the employment support services and skills sectors and employment and skills programmes		X	Application / interview
Knowledge of one or more of Ageing Better's priority goals		X	Application / interview

Strategic thinking and ability to spot and assess new opportunities for collaboration and impact	X		Application / interview
Excellent project management, organisational and prioritisation skills	X		Application / interview
Good financial management and IT skills		X	Application / interview
Experience			
Track record of leading the development of effective partnerships and collaborations across a wide range of organisations, groups and sectors	X		Application / interview
Experience in initiating and managing new projects and activities, including budgets	X		Application / interview
Experience in juggling multiple priorities simultaneously, and working to tight deadlines	X		Application / interview
Experience in recording and managing a wide network of stakeholder relationships	X		Application / interview
Experience of working independently within a complex partnership or management structure	X		Application / interview
Personal qualities			
Strong interpersonal skills, an effective team player and the ability to work collaboratively with peers	X		Application / interview
Comfortable working independently & managing own workload across a range of priorities	X		Application / interview
Versatile & flexible approach, able to work across a range of different projects/priorities as needed	X		Application / interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	X		Application / interview