

Small Business Charter Project Manager Job Description

About the Association of Business Schools:

The Association of Business Schools (ABS) is the voice for the UK's Business Schools and independent Management Colleges and sets the agenda for business and management education in the UK within an increasingly international environment. It develops influential policies and promotes, communicates and lobbies on these at local, regional, national and international levels as appropriate.
www.associationofbusinessschools.org

About the Small Business Charter:

The Small Business Charter (SBC) is part of the ABS and it facilitates engagement between world-class University Business Schools and the SME & Start-Up communities with a core objective of creating a sustainable positive economic and societal impact. The SBC facilitates this activity nationally across the UK.

With 4.9 million SMEs trading across the UK, the Small Business Charter is ideally placed to provide growth, enterprise and entrepreneurship support to help maximise the SME community's collective impact.

With 95% of UK SMEs employing less than 10 people, the Small Business Charter programmes enable effective world-class management practice thus enabling operational effectiveness within SMEs.

University business schools undergo a rigorous assessment process to validate their business engagement and business support prior to being awarded a SBC Charter Award. Currently, 20 UK university business schools have earned a Charter Award.

Working collaboratively, the SBC and university business schools support a number of programmes where practical business education is imparted to SMEs in an effective peer learning participative environment. Within this environment, SMEs tackle real business problems in a pragmatic manner, where models and techniques are taught in a concise time-efficient style and the SME participants immediately apply these models and techniques in facilitated break-out sessions. The SMEs are then able to apply these skills directly in their own businesses. The programme attendees establish a network of like-minded individuals who sustain knowledge sharing and collaboration across the established cohorts.

Working in collaboration, the Small Business Charter; the University Business Schools and the SME & Start-Up communities establish valuable networks which share best practice, disseminate information and maximise the value of UK SME enterprises.

The Small Business Charter collaborates with a number of stakeholders – SMEs; Start-Ups; Universities; Higher Education and Further Education Students; Entrepreneurs; the Westminster Government; Devolved Nations' Governments.
www.smallbusinesscharter.org

Job Description for the Small Business Charter Project Manager:

Company: The Association of Business Schools (ABS). The Project manager will manage multiple projects/programmes of the Small Business Charter (SBC). The SBC is a wholly owned brand of the ABS, with its own governance structure and financial accounts.

Location: Third Floor, 40 Queen Street, London, EC4R 1DD

Purpose of the Post:

Initially, this post is for a 12 month fixed period with the potential for extension.

The project manager is tasked with taking ownership of the functional aspects of the multiple projects and programmes managed by the SBC whilst liaising with all internal and external stakeholders, reporting directly to the Executive Director of the SBC.

Main Tasks: (not in any priority)

1. Work with the Executive Director taking ownership of the overall day to day management of all SBC projects and programmes ensuring competent delivery to agreed timelines and budgets
2. Work to tight deadlines in a competent manner, multi-tasking as required
3. Manage the administration of data capture and collation from external partners and stakeholders
4. Analyse data in various formats illustrating outcomes in Excel, Word, Powerpoint, Project Plans
5. Create and update project plans as a component of proactive project management
6. Prepare documents for distribution and presentations
7. Effectively manage a number of external stakeholder relationships – partner organisations; university business schools charter award holders. This list is not exhaustive and will evolve over time.
8. Populate the Salesforce database ensuring the database is up to date at all times in relation to the SBC projects and programmes
9. Assist the Executive Director in other duties to ensure the SBC meet its legal requirements in relation to the ABS as a defacto company and charity
10. Establish professional trusting relationships with external stakeholders; internal SBC and ABS colleagues
11. Support a limited amount of business travel throughout the UK to attend meetings, workshops, seminars (if required)
12. Participate in supporting generic ABS office administration as required

This job description sets out the duties of the post. Duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification:

This role will suit graduates and recently qualified project managers.

The SBC is a small effective team operating in a constructive participative environment.

The SBC seeks a dynamic enthusiastic individual to join our team who is driven by a passion of world-class project & programme excellence.

The Executive Director travels extensively and is typically in the London office 1-2 days per week. The Project Manager will be required to work closely with the Executive Director and Operations Manager whilst managing delegated tasks with ownership and initiative.

The SBC Project Manager's remit will provide a high level of satisfaction to the right candidate.

1. Ability to successfully manage complex projects to tight timelines with minimal supervision
2. A project management qualification would be a distinct advantage
3. Membership of a professional project management organisation is desirable
4. Excellent oral and written communication skills, with the ability to translate complex information into plain English
5. Ability to identify, prepare and analyse complex data from a range of different sources
6. Ability to communicate effectively and confidently with internal and external stakeholders
7. Knowledge of the UK Higher Education system and UK Business and Management education is advantageous
8. Knowledge of the ABS and SBC is advantageous
9. The ability to adopt a sensitive manner and respond appropriately to multiple stakeholders is a prerequisite
10. Knowing when to influence and when to escalate is a distinct advantage

Remuneration & Availability:

SBC Project Manager salary is up to £20k dependent upon experience and qualifications [grade to be confirmed]

The position is available immediately.

Face-face interviews will take place at the ABS offices in central London. Phone interviews may precede face-face.

Enquiries & Questions:

All enquiries and questions should be addressed to:

Ian McNaught

Executive Director of the Small Business Charter

E: imcnaught@the-abs.org.uk

M: 07557 764837