

Post: Research and Projects Team Leader
Department: Research / Projects
Reports to: Business Development Manager
Working Hours: Full time
Salary: circa £35,000
Location: Any ACH Office



About ACH

Our vision is to empower refugees and migrants who reside in the UK to lead self-sufficient and ambitious lives.

ACH is a social enterprise comprised of a diverse group of strategists and researchers led by lived experience. We provide tailored integration services that not only help individuals, but also disrupt the systems that have entrenched inequalities in our society.

We have a track record of delivering effective support services that give refugees and migrants the tools they need to succeed. In 2021 alone, we have helped 1000+ people to achieve their personal goals and lead fulfilling lives in their new country.

By working with us at ACH, you will be supporting refugees and migrants to build a better, brighter future.

Purpose of job

The postholder will support the project management of both internal and external projects within the Research and Projects Team. Key activities include leading on the improvement and implementation of existing and new business processes and management information, active fundraising, and the project management of programmes and consultancy work.

Key Responsibilities

Reporting directly to the Business Development Manager, the post holder will be expected to manage their own independent workload, as well as supporting and line-managing the Research and Projects Team. The main responsibilities are outlined below:

Contribute towards achieving ACH's project strategic objectives

- Support the Business Development Manager to ensure effective development and delivery of all projects and strategic objectives.
- Support the Business Development Manager to complete grant applications and tenders to deliver business growth.

Build and manage projects & achieve work targets

- Maintain and process project paperwork including funding paperwork, recording invoices, payments, and budgets.
- Manage project calendar to ensure timely delivery of reports, meetings, and other deadlines.
- Work with the Finance Team to efficiently administer invoices and monitor project budgets.
- Manage the project team to process contracts, commissioning, partnerships, invoices, and other operational paperwork.
- Organise, store, and manage project information, documents, files, and data in line with GDPR and ACH's other relevant policies and procedures.
- Ensure compliance with all relevant procedures and regulations including, but not limited to, Health and Safety, safeguarding, confidentiality and GDPR.
- Manage the project team to deliver administrative tasks related to projects including event organising, liaising with interpreters, clients, and other stakeholders.
- Seek out potential business development and other funding opportunities.

Learning & expertise

- Deliver administrative tasks in relation to programme statistics and reports including in relation to programme monitoring and evaluation.
- Conducting tactical and strategic research projects from scoping through to implementation, creatively making use of the most appropriate methods and tools.

Develop and manage external relationships

- Manage project communications and act as first point of contact for external general queries regarding existing projects.
- Build relationships with external stakeholders to develop opportunities for new projects and areas of work.
- Contribute to ACH's networking and external meetings with stakeholders.

Communications

- Support marketing team with media and communication administration activities.

- Contribute to the development of effective marketing strategies for new projects and other areas of work.
- Provide content for the marketing and communications team in order to promote ongoing projects.

Develop and manage internal relationships

- Support the Business Development Manager with record keeping volunteer expenses and records of purchases of equipment.
- Participate in and contribute to organisational team meetings.
- Develop and manage effective work relationships and mechanisms between relevant teams e.g., finance and operations / support and training.
- Support Business Development Manager to create reports for both the ACH and Himilo Boards.

Generate income and resources

- Provide administrative support to Business Development Manager in relation to grants and tender paperwork.
- Work closely with Business Development Manager and Finance Team to maintain accurate payment and reporting schedule of all successful grants, tenders etc.

This list is not exclusive or exhaustive, you may be asked to carry out other duties deemed necessary by your line manager.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 3-5 years of project management experience • Educated to degree level, or able to demonstrate equivalent experience • 	<ul style="list-style-type: none"> • Project management qualification (e.g., PRINCE2 etc.)
Experience	<ul style="list-style-type: none"> • Demonstrate significant expertise in project development and management 	<ul style="list-style-type: none"> • Experience in supporting the development of funding applications

	<ul style="list-style-type: none"> • Experience coordinating activity on projects • Experience of managing a team • Experience of monitoring and reporting on the progress of a range of different activities • Experience of writing reports on grants and other funding • Experience of writing project handover documents 	<ul style="list-style-type: none"> • Experience of managing the delivery of local authority tenders • Experience of working in a refugee integration organisation
Knowledge	<ul style="list-style-type: none"> • Good knowledge of reporting systems for potential funders • Good knowledge of Microsoft Office packages • Good knowledge of budgeting and financial processes 	<ul style="list-style-type: none"> • Knowledge and understanding of the issues facing refugees in the UK
Skills	<ul style="list-style-type: none"> • Excellent communication skills (written and spoken) • Ability to manage meetings and events • Work proactively with other departments within ACH / Himilo • Ability to manage multiple projects at the same time • Translate, analyse data, and effectively report through written and graphical formats • Ability to present complex information 	<ul style="list-style-type: none"> • Able to represent ACH with external stakeholders • Document and write reports as necessary on configuration, methodology, and insights from complex data
Personal Attributes	<ul style="list-style-type: none"> • Inclusive, collaborative, and approachable • Inspiring, motivating, and an articulate communicator • A 'can-do' and flexible approach with the ability to adapt to changing priorities and manage multiple workloads 	<ul style="list-style-type: none"> • Confidence in public speaking

How to apply

To apply please complete our application form by clicking 'Apply today' below.

For an informal conversation or to find out more about ACH or the role, please don't hesitate to contact our People and Culture Manager, Werner Lourens - werner.lourens@ach.org.uk.

Applicants need to have right to work in the UK to be considered for this role. We may close this role early, so please apply ASAP to avoid disappointment.