



Drive Senior Project Management Support Officer

- Position:** Drive Senior Project Management Support Officer
- Reports to:** Drive Head of Project Management Office
- Hours:** 37.5 hours per week with flexible working hours
- Salary:** £30,321.20 - £ 34,008.93 per annum
- Location:** SafeLives Bristol or London office with flexible home working
- Travel:** Travel to London and Bristol offices, and Drive sites, as required
- Contract:** 2 Years Fixed Term (Possibility of extension)
- Benefits:** A generous package including 25 days holiday a year and public holidays, employee pension scheme with employer contribution, access to childcare voucher scheme, cycle to work scheme

Main purpose of role

The Drive Partnership works across the domestic abuse specialist sector, public sector partners and beyond to develop sustainable, national systems in England and Wales that respond effectively to all perpetrators of domestic abuse. In this key role, the Senior Project Management Support Officer will be responsible for supporting the effective project management of a number of our projects and providing administrative support for the wider Drive Partnership Teams. As a member of the Project Management Office (PMO) a key element of this will be supporting the Drive team and Drive Partnership organisations – SafeLives and Respect, with development and delivery of training products to support workforce development in the perpetrator services sector.

Key duties and responsibilities

- Work with the Project Manager to implement and embed strong project management processes into the work of the wider Drive teams – following agreed project management frameworks
- Co-ordinate the development, delivery and rollout of established and new training and workforce development programmes across Drive and non-Drive sites working closely with SafeLives and Respect training teams. This will include the development and implementation of protocols and processes for cross-partnership training roles and responsibilities.
- Act as the PMO main point of contact for the Drive National Systems Change (NSC) team, providing project management support to ensure work is effectively planned, risks are recorded and outputs and outcomes clearly understood. The role will also provide administrative support for NSC team and work strand meetings.



- Supporting with Drive Monitoring and Reporting.
- Support project management relating to our external partnerships, such as Restart, including meeting scheduling, working with the Programme Lead to develop the agenda, minuting meetings, supporting with tracking actions and supporting effective communications
- Work with the wider PMO to continuously manage, review and embed improved project, finance, and contract management processes across all strands of work. With a focus on fitness of process.
- Ensure that all documentation, including grants and contracts, for Drive work are accurately recorded and kept up-to-date with clear version control
- Ensure that any information shared whilst performing these duties is in line with GDPR and Drive data storage and collection protocols. Provide Data Breach reporting.
- Work with the wider Drive team to improve our approach to EDI, ensuring it's embedded in our project planning and delivery in a meaningful and effective way
- Provide co-ordination and administrative support (planning and minutes) for Drive team meetings (including the Drive Partnership Central Team meeting).
- Any other duties, commensurate with the level of the role as requested by the line manager or other appropriate person.

The Senior Project Support & Training Officer will act as sole project support on some projects as required by PMO, resourcing considerations and professional interest.

Person specification

Skills/experience: essential

- Strong written and verbal communication skills
- Excellent MS Office skills (including Excel and Outlook) and experience of providing administrative support and coordination to a team
- Experience of managing shared documents and tools
- Experience of working in a delivery project and working to project plans
- Ability to read/understand project plans
- Experience of supporting a risk/issue management process and the ability to identify and flag up risks and issues
- Experience of minuting and facilitating meetings as well as of recording and following up on action points
- Experience of working in an organisation without an established project management tradition
- Experience of training administration or supporting training delivery

Skills/experience: desirable

- Experience in using project management tools and techniques
- Ability to construct and maintain project plans
- Experience of working in delivery projects involving stakeholders from multiple organisations
- Experience of report writing and delivering progress reports
- Knowledge and understanding of contracting and grant agreements alongside partnership working
- Experience of working in (or with) the voluntary sector, local government and/or statutory agencies
- Experience of managing internal and external stakeholder relationships
- Ability to think critically about project processes and activities and to suggest good practice solutions
- Understanding of the challenges and opportunities within the domestic abuse sector (both voluntary and statutory) as well as a wider understanding of the third sector

Personal attributes

- Excellent organisational skills and the ability to coordinate and communicate effectively within a project team and with external stakeholders
- The ability to manage and oversee a complex workplan, across multiple geographic regions
- The ability to convey action points and closely monitor progress to ensure targets are met
- A commitment to transforming the response to domestic abuse with an emphasis on holding the perpetrator to account
- Proactive and self-motivated, with a desire to take initiative to help the project deliver its aims.

Equality and Inclusion

SafeLives is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. We are keen to have staff that appropriately represent all the communities we serve as an organisation.

Lived Experience

We believe there is no 'them and us' in domestic abuse and recognise that applicants may have direct or indirect experience of their own, whether disclosed or not. We are committed to placing lived experience at the heart of all we do, and colleagues who chose to share their personal expertise can do so openly and with organisational support. If there is any discussion during the recruitment process regarding a candidate's personal experience of domestic abuse, it will be treated confidentially and will not be shared outside of the interview panel/Human Resources.