



Credit: Jo Daniels

Project Manager

Candidate Information Pack

January 2024

Project Manager - SRUK

Could you play a leading role in taking SRUK forward to the next stage in its journey of transformation and growth?

A message from our CEO

Thank you for your interest in working for Scleroderma & Raynaud's UK (SRUK).

This is an exciting time to join the charity as we prepare to implement a new strategy to deliver our vision of a world where no one has their life limited by Scleroderma and Raynaud's. Building on the strong foundations laid since the merger, we are investing in key workstreams and infrastructure to improve our reach and ensure that everyone with Raynaud's and Scleroderma knows they are not alone and that help and support are available.

Key to our growth will be investment in four enabling strategies of data, digital, communications & engagement, and partnerships.

As the Project Manager, you will play a key role in helping us achieve this growth and transformation. You will provide essential support to the senior team and wider organisation to prioritise and shape our road map, ensuring we deliver our objectives and achieve the outcomes our patient community told us were important to them.

If you have the relevant skills and experience, and a passion to drive forward change and accelerate tangible benefits for patients, we would love to hear from you.

Sue Farrington, CEO

Scleroderma & Raynaud's UK (SRUK) is the only UK Charity dedicated to improving the lives of people with scleroderma and Raynaud's phenomenon.

About SRUK

Scleroderma & Raynaud's UK (SRUK) launched in April 2016 as the result of the merger of two patient organisations: the Raynaud's & Scleroderma Association (RSA) and the Scleroderma Society.

SRUK is the only charity in the UK dedicated to improving the lives of people affected by Scleroderma and Raynaud's. We exist to improve awareness and understanding of these conditions, to support those affected, and ultimately to find a cure.

We are looking for an ambitious individual to be part of our team taking Scleroderma & Raynaud's UK to the next stage in its journey of transformation and growth.

This is an exciting time to join the organisation as we scale up to deliver on our ambition to significantly increase the level of investment in research and services, so that people affected by Scleroderma or Raynaud's have access to the best treatment, information and support.

We are looking for someone with a desire to create positive change and to make a real difference to the lives of people living with Raynaud's and Scleroderma.

Further information about SRUK can be found on our website: <https://www.sruk.co.uk>.



About the Project Manager role

SRUK has embarked on an ambitious transformation programme to move the organisation to its next phase of development and enable it to have an even greater positive impact on the Scleroderma and Raynaud's community. This transformation will include a series of activities that will enable SRUK to achieve its objectives across four key ambition areas: partnerships, communication & engagement, digital and data.

The Project Manager will be responsible for monitoring and maintaining the delivery of this workplan; working with colleagues from across the organisation to help ensure the timely delivery of activities and milestones. They will assume responsibility for all aspects of project management, including planning and controls, governance and reporting, and stakeholder management.

Why SRUK?

We are a small, ambitious but mighty charity, with a dedicated and friendly team of 12 led by Sue Farrington, who is also President of FESCA, Federation of European Scleroderma Associations. We work hard to support our community of people affected by the conditions, Raynaud's and Scleroderma. The two conditions are related - they're both autoimmune.

Raynaud's: is not life-threatening, but it's about the extremities of limb and how they are impacted by cold and heat.

Scleroderma: However, individuals can be at risk of systemic sclerosis, which is a serious and rare condition.

Therefore, SRUK has to serve the needs of a range of individuals. As a team, we're trying "To Do" rather than just think - we're trying to show systemic sclerosis will have a knock-on effect for other issues. It's about supporting a community and being very innovative. SRUK plays an important role in tackling a rare disease.

Moving forward, we have made a significant investment in our infrastructure for ambitious transformation that includes being very mindful of how we're using data and how this feeds into our research strategy in the future. A core part of this is that we have an engaged set of trustees who have really helped us with our transformational programme to be the most effective.

Role profile

Job title:	Project Manager
Hours:	Full-time, initial 12-month fixed-term contract
Salary:	£50,000 to £52,000 dependent on experience
Benefits:	3% Employee / 4% employer pension, Central London location, flexible working arrangements
Location:	Hybrid – SRUK's central London office and home-based
Accountable to:	Head of Operations

Responsibilities

We also expect the role to evolve over time, with the successful candidate needing to adapt to the ongoing priorities and needs of the transformation programme.

- Own and manage the integrated work plan, using this to monitor progress and drive governance meetings and decision-making.
- Support the delivery of the enabling workstreams
- Own and manage risk and issue, dependency and change control logs and processes, while also providing support to the Senior Management Team to manage these areas effectively.
- Facilitate and lead governance meetings, including the Steering Committee, and prepare relevant agendas, materials, and minutes.
- Ensure effective reporting is in place so that key stakeholders, including the CEO and Head of Operations, are kept abreast of progress, risks and issues and other key topics/ decisions.
- Ensure the right data is captured at different points of the programme, to enable effective reporting against KPIs.
- Provide targeted delivery support to workstreams, as required. To be discussed on a case-by-case basis.

- Build relationships with key internal and external stakeholders, including trustees and partners, to support the success of the work plan.
- Draft and issue related communications, as required.

Person Specification

Experience and expertise

- Track record of implementing and managing projects, ideally in a charity or public sector, covering planning and controls, governance and reporting, stakeholder management with a degree of autonomy.
- Expert knowledge of a range of project management techniques and skills, including familiarity with waterfall and agile approaches.
- Experience in effectively engaging with key internal and external stakeholders to deliver to required deadlines, including senior leaders, trustees and research organisations.
- Experience of working in a small team, bringing together individuals from different parts of an organisation and delivering change.
- Able to plan, execute, and keep on schedule numerous projects in an organised fashion, balancing competing priorities with minimal direction while maintaining a high standard of accuracy and attention to detail.
- Good knowledge of digital project management tools, including data visualisation
- Proven data analysis capability; able to ensure the right data is captured to enable meaningful reporting of progress and performance against KPIs.
- Able to interpret complex information and use this to inform decisions and recommendations.
- Clear and effective communication skills (oral and written). Experience in presenting complex information both at Board level and to a wide range of people at all levels.
- Able to solve difficult problems and make decisions. Experienced in consulting others where there may be more than one course of action.
- Excellent knowledge of Microsoft Office.

Character and motivation

- Team player, able to build strong working relationships across a small organisation to achieve a common goal.
- Organised, meticulous, attention to detail, combined with the ability to identify solutions for improvement.
- Confidence to work independently and intuitively, as well as at all levels including senior leaders and trustees– able to sense the “when and where”.
- “Can do approach - willing to roll up their sleeves and get stuck in” – we are a small organisation and the role requires a mix of hands-on delivery and strategic thinking.
- Energy to align with our vision, mission and values – and can demonstrate real commitment to these values.
- Passionate about making a real difference and improving the lives of people living with Scleroderma and Raynaud’s.



How to apply

[Eastside People](#) is supporting [SRUK](#) in the recruitment of these roles. [Please click here](#) to apply by submitting your CV and a cover letter which should indicate why you are interested in applying for this role and how you meet the selection criteria. Please include relevant examples where possible.

The closing date for applications is Friday 9th February 2024 and longlisting interviews, held by Eastside People, will take place the following week.

Interviews with SRUK for shortlisted candidates are expected to take place in late February 2024 but exceptional candidates may be invited to interview earlier.

If you would like a call to discuss the role in more detail, please email Paul Venning, p.venning@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

SRUK is committed to promoting equal opportunities in employment. We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.



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