

Job Description

Job Title: Project Partner

Responsible to: Programme Manager

Job Purpose:

The Project Partner leads the delivery of strategic and cross-organisational projects that support Acorns strategic objectives and operational priorities. Working in partnership with project sponsors, stakeholders and subject matter experts, the postholder will ensure projects are effectively planned, governed and delivered, achieving agreed outcomes, benefits and sustainable change. The role provides project management expertise, promotes best practice, and helps strengthen project delivery capability across the organisation.

Main Duties:

Project Delivery

- > Lead project delivery activities, coordinating contributions from sponsors, subject matter experts and delivery teams to achieve agreed outcomes
- > Ensure projects are delivered in line with agreed project governance and standards.
- > Coordinate input from subject matter experts and ensure specialist requirements, risks and dependencies are reflected within project plans and governance.
- > Monitor progress and take action to address issues, risks and dependencies, engaging subject matter experts where specialist advice is required.
- > Escalate issues and risks appropriately, making recommendations to support timely decision-making.
- > Ensure appropriate specialist advice and assurance is obtained where projects involve technical, compliance, clinical, property, digital or other specialist requirements.
- > Support transition into business-as-usual operations and monitor delivery of agreed project benefits.

Stakeholder Partnership

- > Build effective relationships with sponsors, stakeholders, external suppliers and delivery teams throughout the project life-cycle.
- > Facilitate collaboration and support informed decision-making.
- > Communicate project progress, risks and outcomes clearly and proactively

Financial and Resource Management

- > Support budget management, resource planning and business case development.
- > Monitor expenditure and provide accurate forecasting and reporting

Continuous Improvement

- > Promote project management best practice, tools and methodologies.
 - > Support colleagues through coaching, mentoring and knowledge sharing.
 - > Contribute to lessons learned and the development of the Programme Management Office.
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Other Duties:

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- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
 - > To be an active team player, supporting across the Partnerships Team as well as the wider Income Generation Directorate and whole of Acorns.
 - > To raise awareness about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
 - > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
 - > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
 - > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
 - > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
 - > Champion diversity and ensure inclusive engagement.
 - > To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

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Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.



Person Specification: Project Partner

	Essential	Desirable
Qualifications	> Good standard of education. > Evidence of continuing professional development. > Project/Programme Management qualification	> Registered with a relevant professional body.
Experience	> Experience of successfully managing and delivering multiple projects of varying complexity. > Experience of developing project plans, managing risks, issues, dependencies and benefits. > Experience of working with stakeholders at different levels across an organisation. > Experience of applying project governance, reporting and change control processes. > Experience of monitoring project budgets and resources. > Experience of facilitating meetings, workshops and stakeholder engagement activities.	> Experience of working within a Project/Programme Management Office (PMO) environment. > Experience within the charity, healthcare or voluntary sector. > Experience delivering estates, software implementation or organisational change projects, balancing project delivery alongside ongoing service operations.
Skills and Abilities	> Excellent planning, organisation and prioritisation skills. > Strong analytical and problem-solving capability. > Ability to manage multiple priorities and meet deadlines. > Excellent communication, influencing and relationship-building skills. > Ability to produce clear reports and recommendations to support decision-making. > Proficient in Microsoft 365 and project management tools.	> Experience of producing business cases and benefits frameworks. > Experience of delivering training, coaching or facilitation.
Other	> Willingness to undertake further training and professional development relevant to the role. > Ability to prioritise and manage own workload effectively. > Commitment to excellent stakeholder service and partnership working > Willingness to work flexibly to meet organisational requirements. > Ability to travel independently. > Commitment to safeguarding, equality, diversity and inclusion.	
Behaviours	> Acts as a trusted partner and role model. > Challenges constructively and supports informed decision-making. > Takes ownership and accountability for delivery. > Collaborative and relationship-focused. > Open to change and continuous improvement. > Innovative, curious and committed to learning > Demonstrates resilience and adaptability. > Committed to Acorns values, strategy and success.	



Terms and Conditions of Employment

Job Title:	Project Partner
Responsible To:	Programme Manager
Location:	Nearest Acorns Hospice (Birmingham, Walsall or Worcester)
Salary:	£35,000 – £40,000 per annum
Notice:	8 weeks
Hours:	37.5 hours per week
Holidays:	27 days plus statutory bank holidays
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.