

Job Title:	ACF Women 40 Project Manager	Position Type:	0.6 FTE Fixed Term – 12 Months
Department:	Operations	Level/Salary Range:	£45,000 p.a. 1 FTE (£27,000 p.a. 0.6 FTE)
Responsible for:	Organising and coordinating the national events, and projects to deliver the ACF Women 40 project for the Army Cadet Force	Travel Required:	Yes
Reporting to:	ACF Women 40 Project Lead	Closing Date:	26th October 2018
Location:	From home		

Job Description

- A proven project manager is required to lead on ACF national and regional events and projects to celebrate the 40th anniversary of women in the ACF on behalf of Headquarters Regional Command (HQ RC). This post requires a self-starter, who has excellent leadership and communication skills and a good working knowledge of the Army Cadet Force.

Principal Responsibilities

- Create a deliverable action plan for a year of celebrations, by consulting stakeholders and incorporating key strategic messages and required outcomes.
- Responsible for acquiring and overseeing the project budget; applying for grants and accessing sources of funding to deliver the action plan.
- Plan, coordinate and execute at national level: events and projects from the action plan, ensure they are safely delivered to the right audience, on time and on budget.
- Work with a design team to create the corporate image and branding for the project
- Provide clear guidance and support to the RPOC/Bdes and ACF counties for regional events and projects.
- Create a 10-year, goal-oriented, deliverable plan as a legacy from ACF Women 40 to deliver a modern and diverse ACF for 2028.
- Create and lead an appropriately skilled team of volunteers from across the ACF to deliver on each event and project and ensure that all events and projects are properly resourced.
- Provide the attention to detail required to ensure events, projects and legacies are based on historically accurate information and research.
- Confidently liaise with key stakeholders and external audiences to deliver on key messages and outcomes.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Experience as an officer in the Regular/Reserve Forces or CCF / ACF. 	<ul style="list-style-type: none"> ▪ A current ACF or CCF Officer ▪ APMP ▪ PRINCE 2 ▪ DBS 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Experienced project manager with a track record of delivering large scale projects on time and in budget. 	<ul style="list-style-type: none"> ▪ Working knowledge of the ACF 	Application form, interview
Skills and ability	<ul style="list-style-type: none"> ▪ Proven high level leadership skills ▪ Excellent written and verbal communication – including presentations and written work up to I* briefing level. ▪ Attention to detail ▪ Enthusiasm, flexibility and innovation ▪ Personal credibility and confidence ▪ Diplomacy, the ability to negotiate against opposition and win people over 		Application form, interview, references