



Role title: Lead Project Manager	
Reports to: Kristof Hamilton - Head of Digital	Type of role: Volunteer / Unpaid
Location: London	

Purpose of the role

This role exists because...

The Digital team work to design and build great internet to help other departments at Pride to achieve their goals. We mainly take care of the website and app, but also the application processes for things like the Parade and Pride's Got Talent. We have a lot of ideas and ambitions, but we need someone organised to keep us moving forward and to help us to document the decisions we make.

What you'll get out of it:

The Digital team is only a couple of years old and we have yet to fully master how we run our projects. This is an opportunity for someone to come in and to own the process by which we organise ourselves and to gain experience mentoring and coaching others. You'll work with a passionate team of designers, developers and product people on some big projects to make Pride better for everyone. Even though you lead your area, you'll receive support and mentoring from the Head of Digital to make sure that you succeed.

Role responsibilities and experience

Responsibilities:

- Make clear, pragmatic and manageable plans for programme or project delivery, using appropriate disciplines
- Ensure that the team are clear of what's expected of them, and that they stick to our agreed deadlines and processes
- Evolve and codify our Project Management practice, iterating and documenting our methodology as you do
- Consult and work with other Pride teams on your project when needed
- Coach, mentor and train other Project Managers and provide oversight on

- their projects when needed e.g. running regular Peer Review sessions
- Spot warning signs of things going wrong and propose options of how to fix them

Person specification:

You'll ace this if you:

- Get the most out of a team with a positive and encouraging way of working
- Love being organised and in control
- Are flexible to try new ways of working
- Can communicate your ideas clearly and without bias

Time commitment:

Pride work varies through the year, but this role will take between 4-8 hours of your week. You'll be expected to attend regular team meetings and to join calls/reply to emails relating to your project between these.

To apply for this role

Please send your CV and a covering letter explaining why you think you're the right fit for the role to kristofhamilton@prideinlondon.org.