



Creating a world of better opportunities

Job description

Project Manager

Hybrid - Stevenage

Fixed Term Contract

Grade 9

Full Time - 35 Hours per Week

Reports to: PMO Manager

Where the role fits

This role sits within the Transformation Office, which helps shape and deliver projects and programmes in support of the IET's strategic ambition, ensuring all activity aligns with the IET's Change Delivery Framework and supports sustainable, organisation-wide change.

Purpose of the role

The Project Manager is responsible for leading the delivery of projects within the transformation portfolio. Working across the full project lifecycle, the role ensures projects are delivered to agreed scope, quality, timescales and budget while achieving the intended business outcomes and benefits.

The Project Manager works closely with sponsors, business leads, subject matter experts and external partners where relevant to develop robust plans, manage risks and dependencies, drive progress, and ensure that change is successfully embedded into business operations.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Support the development of project business cases, working with stakeholders to refine requirements, define outcomes, agree acceptance criteria and evaluate delivery options.
- Develop and maintain project documentation, including Project Initiation Documents, plans, RAID logs, and other project controls.
- Lead the delivery of projects from initiation through to implementation and closure, ensuring agreed scope, time, cost and quality objectives are achieved. Work collaboratively across teams to resolve issues, manage interdependencies, remove barriers and maintain delivery momentum.
- Apply appropriate project delivery approaches which may include Agile, waterfall and hybrid methodologies, ensuring compliance with agreed project management frameworks, standards and governance.

- Identify, assess and manage project risks, issues, assumptions and dependencies, developing and implementing effective mitigation and contingency plans.
- Manage project budgets and forecasts, monitoring expenditure and reporting on financial performance.
- Produce clear, concise and insightful reporting on project progress, risks, dependencies, decisions and required actions.
- Support the identification, definition and tracking of project benefits, helping to ensure expected outcomes are realised.
- Plan and coordinate change management, communication and engagement activities to support the successful adoption of new processes, systems and ways of working.
- Work with operational teams to ensure the effective transition of project outputs into business-as-usual operations.
- Lead, coordinate and motivate the project team, providing direction, support and challenge where required.
- Develop and maintain strong, positive relationships with project leads, subject-matter experts, volunteer leaders and operational teams across the IET, supporting ownership and shared accountability for delivery.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives as a One IET team.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

Skills and experience required

- Proven experience of managing projects through the full project lifecycle, delivering business change or technology-enabled change.
- Experience of developing project plans, managing budgets and tracking project performance.
- Experience of identifying and managing risks, issues, dependencies and assumptions
- Understanding of benefits management
- Ability to work effectively across multiple projects and competing priorities.
- Ability to analyse information and produce clear, insightful reports and recommendations for senior stakeholders.
- Strong facilitation skills with the ability to bring stakeholders together, clarify decisions, analyse options and build consensus.
- Excellent communication skills, with the ability to convey complex information clearly to diverse audiences influence effectively and build trusted relationships at all levels.
- Understanding of change management principles and approaches
- Ability to coach, mentor and support project teams fostering collaboration, accountability and continuous improvement
- Experience working within not-for-profit, membership or volunteer-led organisations.
- Relevant training or certification in project management would be advantageous but is not essential.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.

- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>LV, Transformation Manager</i>	<i>09/2026</i>
<i>Strategic People Partner</i>	<i>JW, SPP</i>	<i>09/2026</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.