

Programme Manager

Type of contract: Permanent. Full time. 35 hours per week, Monday to Friday

Location: Hybrid/London EC2R 7AF, with up to 3 days working from home.

Salary: Dependent on relevant knowledge, skills and experience.

Closing date: 11 October 2024 by 3.00pm

About the role

The key purpose of this role is to assist with the delivery of STC's business plan providing reporting and project-related management information to the Programme Board, the Executive Management Team (EMT) and the Management Team (MT) to ensure these groups can exercise effective control over business priorities.

The Programme Manager is also responsible for providing and supporting project management across the whole business, ensuring that all projects have appropriate documentation (including project mandates and budgets), risk management, a control framework and effective reporting processes. This includes estimating resource requirements, negotiating with the MT and EMT to acquire those resources, then co-ordinating the efforts of project team members, contractors or consultants in order to deliver the projects to plan, cost, scope and quality.

You will be responsible for:

- facilitating a risk discussion for each project, documenting risks, ratings and mitigating actions, and thereafter managing and reporting on the risks identified
- ensuring clear project plans are documented and maintained, and clearly communicated, with appropriate work-streams and project governance structures in place.
- seeking agreement from the Programme Board or the Operations Committee to project mandates, budgets and plans.
- monitoring and managing progress against plans, reporting deviations and agreeing corrective action, negotiating additional resources or extensions of deadlines with the Chief Projects Officer (CPO) and project sponsor
- ensuring appropriate and effective management of the STC Projects budgets, as well as the Business Development Team budget.
- managing project spend – actual against budget and forecast – and flagging potential breach of allocating budget as far in advance of any overspend as is possible
- ensuring appropriate allocation of project costs against the correct account codes and reporting against projects budgets monthly
- assisting and supporting the CPO, and the MT, with analysis of strategy and the annual preparation of the STC business plan and projects programme
- assisting with delivery of STC's business plan and providing effective reporting to MT and EMT to enable them to exercise effective control of business priorities and resource management
- assisting the CPO with preparation of papers and support for Programme Board and Operations Committee meetings.

To be considered for this role you will need to demonstrate:

- education to degree level or equivalent qualification or equivalent experience
- at least 10 years' experience of delivering projects
- a Project Management qualification e.g. Prince 2 Practitioner, Agile
- experience of working in a Pensions Administration environment, including any specific pensions-related qualifications
- ability to manage budgets, costs, and effort across a programme of work
- significant experience of working with multiple teams and individuals across departments and divisions, including external consultants, suppliers and other third parties
- ability to negotiate requirements and timescales with sponsors, stakeholders and key suppliers/consultants
- ability to identify and resolve conflicts
- strong organisation and time management skills
- logical approach to planning and monitoring task progress
- strong knowledge of risk management – identification and management of programme and project level risks
- computer literate (including strong experience of using MS Office, Project, Excel, SharePoint and PowerPoint).

What we offer

- Hybrid working
- Flexi time with the ability to generate additional leave
- 29 days holiday entitlement, including 3 days of Christmas closure
- Best-in-class pension scheme. A generous employer contribution to your pension, and life insurance while you're paying in
- Getting to work schemes
- Private Medical Insurance
- Social activities during the year.

To find out what we offer in more detail, please check our [website](#).

Please download the [job description](#) for further details about the role.

If you would like to apply, please send your CV along with a signed [Privacy Notice](#) to Stefania Sorgi at ssorgi@saul.org.uk

About us

SAUL Trustee Company is a great place to work, whether you're a pensions specialist, an HR professional or an IT whizz, we might be the next step in your career.

We're the Trustee and administrator of a multi-employer hybrid pension scheme, and a Master Trust, looking after the pensions of more than 80,000 members.

We're a friendly team of around 60 people who work part of the week from home and at least two days each week in our central London office.

SAUL Trustee Company (STC) is ranked the 23rd Best Company to work for in the UK in 2023 and we have retained our two-star accreditation as an outstanding place to work.

At STC, we are responsible for:

- collecting the money members and employers pay into SAUL
- managing where that money is invested, and
- making sure we pay the right pension to the right person at the right time.