

Project Delivery Manager (Fixed-term, 12 months, 0.4FTE, £43k pro-rata, would consider freelance basis or secondment)

Introduction

The Oxford Parent-Infant Project (OXPIP) is a nationally recognised children's charity providing specialist parent-infant psychotherapy to help parents and babies build strong, secure relationships during the crucial early years. We also share our expertise through training, supervision and consultancy to professionals supporting families in Oxfordshire and beyond.

OXPIP has received Stepchange funding to deliver a two-year project focused on co-producing online materials for parents and free training for Oxfordshire's children and families workforce.

We are seeking a Project Delivery Manager to lead the planning, coordination and delivery of this project. The postholder will ensure both strands of work are delivered on time and within scope, working collaboratively with colleagues, parent participants, freelance trainers, and an external evaluator. This role is ideal for someone who enjoys teamwork, clear planning, and making a real impact on families' lives.

Safeguarding

OXPIP is fully committed to safeguarding and protecting the welfare of all children and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect. OXPIP recognises its duty of care to safeguard children as detailed under the Children Acts 1989 and 2004 and Working Together to Safeguard Children 2015. OXPIP acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse.

OXPIP believes that:

- The welfare of all children and young people is paramount. We treat infants as individuals entitled to dignity and respect.
- Every child has the right to equal protection from harm or abuse.
- Some children are additionally vulnerable because of previous experiences, their level of dependency, communication needs, or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.
- Safety is the responsibility of all members of OXPIP.

Equality and Diversity

OXPIP is committed to eliminating prejudice and discrimination in all its work, including in recruiting, promoting and developing staff. We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from prejudice, discrimination or harassment, and in which all decisions are based on merit. OXPIP will recruit the person who best matches the requirements of a vacant post.

Role Title:	Project Delivery Manager
Location:	Oxfordshire (hybrid working available)
Base:	Main OXPIP office, Kidlington
Responsible to:	CEO
Liaison with:	Within OXPIP: • Senior Leadership Team • Parent Participation Manager • Clinical and Operations colleagues • Freelance comms consultant and evaluator Outside OXPIP: • Parents and professionals engaged in co-production • Partner organisations and commissioners • Funder's project manager
Main Purpose of the Role:	The purpose of this fixed-term role is to deliver OXPIP's Stepchange-funded project according to the project plan. The Project Delivery Manager will ensure the successful delivery of two linked workstreams: 1. Co-producing with parents online materials (e.g. leaflets and/or videos) about early relationships and emotional wellbeing in babies and their parents. 2. Co-producing with practitioners, and then piloting and refining, free training for Oxfordshire's children and families' workforce. The postholder will co-ordinate people and complete tasks to ensure progress against agreed milestones. This will include engaging stakeholders, identifying and managing delays and other risks, and ensuring high-quality reporting to the CEO and funders. They will play a key role in maintaining collaboration across the project team and with the freelance Communications Manager, freelance Parent Participation Manager and freelance Evaluator to ensure the project achieves its

	learning and impact objectives.
Main Activities:	• Lead the day-to-day coordination of the Stepchange project, ensuring delivery of activities according to plan and within budget. • Maintain and monitor a detailed project plan, updating milestones and timelines as needed. • Coordinate the work of project staff, freelancers and collaborators to ensure joined-up delivery. • Work closely with the Parent Participation Manager and Communications Manager to support parent co-production of web-based materials • Collaborate with the freelance Evaluator to design and implement evaluation methods, gather data, and support analysis and reporting. • Prepare concise progress reports for the CEO, trustees and funders, highlighting achievements, risks, issues and mitigation actions. • Facilitate project team meetings and ensure effective communication between internal and external partners. • Oversee documentation, contracts and project records to ensure accountability and compliance with funder requirements. • Support the dissemination of learning and project outputs through OXPIP's communication channels. • Uphold OXPIP's values of partnership, compassion and professionalism in all work.

Summary of key conditions:	• This is a fixed-term post for 12 months. No employment is guaranteed at the end of the contract period. • Salary: the full-time equivalent (FTE) salary is £43,000pa. This contract for 0.4FTE (15 hours per week) so the pro-rata gross salary is £17,200. • We would consider freelance terms or a secondment. • The project is based in Oxfordshire. We support hybrid working but some face-to-face meetings are required, including an in-person team meeting 9-10am one Wednesday per month. • Annual leave 30 days per annum pro rata + statutory holidays pro rata • Pension, employer contribution 6% • Contracted base of employment will be OXPIP office in Kidlington. • An enhanced DBS will be required for this post • Mandatory training will be provided.
• How to Apply	• Please complete the application form found at www.oxpip.org.uk and return to recruitment@oxpip.org.uk no later than 9am Monday 17th November. • Informal enquiries can be made via the same email address.

Requirements	Essential / Desirable	Method of Assessment
Qualifications		
Educated to degree level or equivalent experience	Essential	Application
Project management qualification or training (e.g. PRINCE2, Agile, PMD Pro)	Desirable	Application
Experience		
Experience of managing or coordinating projects with multiple stakeholders	Essential	Application/ Interview
Experience of working within a charity, health or early years context	Desirable	Application/ Interview
Experience of monitoring project progress and producing reports	Essential	Application/ Interview
Experience of co-production or community engagement	Desirable	Application/ Interview
Experience of managing budgets or working with funders	Desirable	Application
Experience of working collaboratively within a small team	Essential	Interview
Knowledge		
Understanding of project management principles	Essential	Interview
Understanding of safeguarding, confidentiality and data protection	Essential	Application/ Interview

Requirements	Essential / Desirable	Method of Assessment
Knowledge of parent–infant relationships, early years, or family support sectors	Desirable	Interview
Skills, personal characteristics and values		
Excellent organisational and planning skills	Essential	Interview
Strong communication and interpersonal skills	Essential	Interview
Ability to track and report on progress, risks and delays	Essential	Application/ Interview
Confidence in using Excel, Teams and Outlook	Essential	Application
Ability to work collaboratively and build strong relationships	Essential	Interview
Reliable, adaptable and proactive	Essential	Interview
Empathic and team-oriented	Essential	Interview
Solution-focused with good attention to detail	Essential	Interview
Commitment to OXPIP's mission and values	Essential	Interview
Ability to travel within Oxfordshire as needed	Essential	Application
Ability to attend occasional evening or weekend meetings	Essential	Application