

# BUFDG Project Manager

## Job Description

### We are...

The British Universities Finance Directors Group (BUFDG) is the representative body for higher education finance staff in the United Kingdom. Our members are the Directors of Finance and Chief Financial Officers (and their staff) of almost all UK higher education institutions.

### We are looking for...

A Projects Manager, based at home (although we do have access to an office in Loughborough if you prefer not to work from home). There will be some travel to BUFDG events or meetings in other parts of the UK. This role will be the lead liaison between BUFDG staff and/or members and external service providers. Typical projects will have impact beyond BUFDG, influencing other management and academic functions in higher education providers, providers of services to the HE sector, government departments and policy makers and possibly national opinion. The project manager will ensure projects are delivered on time and with the required outputs. The post-holder will report to the Head of Operations and Engagement and has no staffing responsibilities.

### You need to be...

A project manager with **experience of co-ordinating and liaising with multiple internal and external stakeholders**

Because you will need to...

- Assist internal colleagues, and sometimes working groups made up of BUFDG members, to scope their projects;
- Gain a full understanding of the member benefits that each project will produce;
- Communicate project requirements clearly to potential project partners and service providers;
- Agree external fees, in conjunction with colleagues;
- Gather information, examples and case studies from members, as appropriate to each project;
- Keep internal colleagues and, where relevant, BUFDG members, on track with their project tasks; and
- Manage the progress and outputs of the external project partners.

A **first-class communicator with excellent organisational and people skills,**

Because you will need to...

- Work with everyone in the BUFDG team at some time or other on projects related to their specialism/area;
- Work with a variety of external partners, who may be commercial companies, universities, other organisations within BUFDG's umbrella company (Professional HE Services Ltd – 'PHES'), or other HE sector bodies, to fulfil the project needs;
- Understand, or be willing to acquire, the knowledge of HE-specific terminology and jargon associated with financial services.

- Manage a number of projects at once, for a number of different colleagues, progressing each one to its conclusion in a timely manner;
- Ensure all our projects are considered through an Equality, Diversity and Inclusion ('EDI') lens;
- Work with project management tools and develop these further as necessary to meet the demands of the organisation and the projects;
- Display excellent customer service skills, when dealing with any member working groups from time to time.

## A “self-starter” who thrives in a small team environment

Because you will need to...

- have a friendly, open, and supportive manner towards other team members;
- demonstrate excellent organisational skills, and juggle multiple work streams with competing priorities to meet deadlines;
- have the ability, and be happy, to work from home and unsupervised for much of the time;
- be able to travel occasionally to meet colleagues or partners and potentially to attend events;
- produce work to a professional standard and with attention to detail;
- use your excellent IT Skills including Word, Excel and email on a daily basis;
- have a flexible approach to team working – sometimes working outside normal office hours, for example when organising or attending events;
- commit to observing the organisation’s Equal Opportunities Policy at all times;
- have a willingness to undertake further training.

## You might also have...

- previous experience in a membership organisation
- a degree level or equivalent qualification
- previous experience of working in the HE sector
- previous experience of, or exposure to, the financial services industry
- previous experience of working on finance-related projects
- a relevant project management, financial or business qualification

## We will offer...

- A part- or full-time post between 0.75FTE and full time. We expect the post to be home-based, although we do have office space in Loughborough.
- A competitive salary between **£32,344 and £44,706 (grade 7)**, dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days’ holiday** plus bank holidays and discretionary days’ office closure.
- Support for professional membership subscriptions, **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.