

Recruitment pack

Project Manager

June 2025

£25,584 - £37,035



Welcome

Thank you for your interest in the Project Manager role at SDSA. Whether you're an experienced professional or taking the next step in your career, we're really pleased you're considering joining our team.

This is a great opportunity to be part of a not-for-profit organisation that's passionate about improving outcomes for children and young people. Our work is varied and rewarding, supporting schools and public sector partners to deliver projects that make a real difference.

We're proud of the team we've built - friendly, hard-working and committed to doing great work together. If you're someone who enjoys variety, takes initiative and wants to be part of a purpose-led organisation, we'd love to hear from you.

All the best,

Mark Lambell

Interim Chief Executive Officer

About SDSA

SDSA is a not-for-profit organisation, with a charitable foundation, dedicated to improving outcomes for children and young people. The organisation has over 25 years' experience delivering complex projects for the public sector, predominantly within children's services and education. Although based in Leicester City centre, our delivery footprint extends to the wider East Midlands and beyond.

At SDSA we pride ourselves on delivering an efficient, 'can-do' service, tailored to the individual needs of each organisation we support. Our clients include local authorities, schools, academy trusts and government departments such as the Department of Education (DfE) and NHS England.

Our mission is to be a trusted partner, providing expert capacity to help organisations innovate, collaborate, and most importantly, deliver impact for the children and young people they serve.

What makes SDSA unique is the breadth of skills within our team. Team members bring expertise in project and programme management, event management, education, graphic design, data analysis and web development. This enables us not only to manage projects effectively, but to also deliver high quality outputs in-house. We also work with a trusted pool of associates with specialist knowledge in areas such as Early Years, SEND and leadership.



Build lasting partnerships
that drive positive change.



Help shape a future where
every child and young person
can reach their full potential.



Provide support and expertise
to the children's services and
education sectors.

Culture and values

At SDSA, our greatest asset is our people. We encourage creative thinking and support team members to use their initiative and judgement in the best interests of the organisation, our clients and each other.

We work closely together, while also giving team members significant autonomy to lead and deliver their work. This approach relies on trust and mutual accountability and we place a high value on openness, integrity and transparency.

We consider ourselves a friendly and high-performing team that thrives on collaboration. Team members are supported through regular development sessions, peer support and line management. We value time together (often over a hot drink and cake!) and are always ready to pitch in to overcome a challenge.

Whilst our roles may differ, we share equal respect - everyone is responsible for emptying the dishwasher!



Integrity

We work with moral soundness and humility and are committed to being open, honest and clear in everything we do.



Self-Awareness and Resilience

We are self-reflective and understand how our emotions affect our behaviour. We're aware of our strengths and limitations and we recover from difficulties by seeking, and offering, solutions.



Team Working & Collaboration

We work together to achieve goals and share best practice. We take shared responsibility for agreed objectives and are accountable for delivering them. We are open to giving and receiving constructive feedback.



Entrepreneurship

We are innovative in our thinking and generate new ideas. We think ahead and respond quickly to deliver services that are relevant, sustainable and create value.



Strategic Thinking

We see the bigger picture and make connections between people, ideas, and priorities. We think beyond the immediate task to understand how our work contributes to longer-term goals, ensuring we stay focused on what matters most.

About the Project Manager role

This is a full-time role (37.5 hours per week over five days), available from September 2025. The salary will be dependent on experience, within the range of £25,584 - £37,035. While the contract of employment is with SDSA, we use Leicester City Council's payroll services which offers favourable terms and conditions. This includes access to the local government pension scheme.

The role is predominantly office-based, with the option to work from home up to two days per week following a six month probation period. We can offer flexibility around start and finish times to accommodate personal commitments, such as childcare or school drop-offs. While most work will take place in our Leicester city centre office, travel may be required for occasional meetings and events across the city or region.

The role is offered on a permanent basis, but with an initial probationary period, to give both parties a natural break point if required. We're also happy to consider the opportunity to work towards a relevant qualification, where it aligns with the needs of the organisation.

Who we are looking for

We are open-minded about who our new Project Manager might be. You may already be working in project management or a similar role. You might be at the start of your career, recently graduated, or looking to make a career change. What's non-negotiable is your commitment to teamwork and a drive to improve outcomes for children and young people. Ideally, you'll also bring some understanding or experience of the education or children's services sectors.

This is a great opportunity for someone who enjoys hard work, takes initiative and wants to be part of a collaborative, purpose-driven team. The ideal candidate will be enthusiastic, committed and have a positive, can-do attitude. Above all, we're looking for someone who is well matched to SDSA's values and has a commitment to public service.

Employee Benefits

- Competitive salary with clear pathways for career advancement
- Local government pension scheme, with a 27.9% employer contribution
- Flexible working arrangements, including up to two remote working days per week
- Annual leave entitlement of 38 days, including 8 bank holidays, 27 floating days and 3 fixed days in December
- Holiday buy-back option via salary sacrifice
- A collaborative and supportive team culture
- Ongoing professional development and learning opportunities
- Opportunities to drive digital innovation and change
- Team away days fostering cohesion and engagement
- Free City Centre parking
- Staff wellbeing initiatives
- Access to Leicester City Council employee discounts

Job Description

We are looking for a proactive and organised individual to support and manage a wide range of projects and programmes. The role spans the full project life cycle and involves working closely with colleagues, clients and stakeholders to ensure high-quality outcomes.

Key responsibilities:

- **Manage projects from initiation to close-down:** plan, coordinate and lead projects within agreed scope, timescales and budgets.
- **Deliver project outputs:** contribute to the design and delivery of outputs such as conferences, websites and resources.
- **Collaborate effectively:** support project work led by others, using initiative to anticipate needs, solve problems and add value.
- **Track progress and maintain oversight:** monitor activities, update documentation, maintain project plans to ensure work stays on track.
- **Support evaluation and reporting:** use monitoring and evaluation tools to assess impact, report progress and capture lessons learned.
- **Manage risk and compliance:** identify risks and issues early, support mitigation strategies and ensure alignment with internal processes and client requirements.
- **Engage stakeholders:** build relationships with colleagues and clients; support engagement events, marketing, meetings and networks.
- **Manage project resources:** support financial planning, monitor project spend and contribute to budget reporting. Assist with scheduling and capacity planning to ensure effective delivery.
- **Support organisational development:** contribute to the wider development and operations of the organisation.
- **Demonstrate SDSA values:** act with integrity, work collaboratively and represent SDSA positively in all areas of your work.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed.

Person Specification

- Essential (E)
- Desirable (D)
- Application (A)
- Interview (I)

Experience and Qualifications

Experience in the education or children's services sector or in a not for profit organisation.	D	A I
Evidence of continued professional study and/or sector specific qualifications.	D	A I
Experience of supporting, co-ordinating or leading projects.	D	A I
A successful record that illustrates drive and ambition to make the best of personal abilities.	E	A I

Skills and Knowledge:

Strong organisational, planning and time management skills with the ability to prioritise and juggle conflicting demands. Ability to meet deadlines.	E	A I
An enthusiastic and committed team player, who understands and values the need to work in co-operation and collaboration with colleagues.	E	A I
Good communication skills, both internally with colleagues and externally with clients.	E	A I
A commitment to delivering high-quality work, maintaining the level of standard that SDSA prides itself on.	E	A I
Ability to undertake work with minimal supervision, but also recognises when to seek guidance and support from colleagues.	E	A I
Skills and knowledge to support meetings, events and conferences, either in-person or online.	D	A I
Confident with IT and proficient in Microsoft Office.	E	A I
Knowledge of Adobe software, Canva, WordPress, Power BI	D	A I
Personal characteristics in line with SDSA values; integrity, self-awareness and resilience, team working and collaboration, entrepreneurship and strategic thinking.	E	A I
Highly motivated by SDSA values and the requirement for these to be implemented across the organisation's work.	E	A I



How to apply

1. Download and complete the application form available at www.sdsa.net/recruitment

2. Write a supporting letter (maximum two sides of A4) that includes:

- Why this role appeals to you;
- The personal qualities, skills, experience and enthusiasm you would bring to the role;
- How you see this post contributing to your personal and professional development.

You are also welcome to include a CV, but only if it provides additional information not covered in your application form or supporting letter.



Email applications to:
jobs@sdsa.net



Closing date for applications:
Friday 4th July at 10am



Successful applicants contacted:
Tuesday 8th July



Interviews held:
Tuesday 15th July



All applications will be acknowledged:
if you have not received confirmation within 24 hours, call 0116 299 5942.