



**Job Title:** **Digital Systems Transformation Project Manager** **Dept.:** **Charity**

	<b>Essential/Desirable</b>	<b>Evidence</b>
<p><b>A: EDUCATION QUALIFICATIONS AND TRAINING</b> (Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Degree (or equivalent experience) in a relevant discipline (e.g., IT/IS, computing, digital/business transformation).</li> <li>Professional qualifications/certifications (e.g., PRINCE2, Agile, MSP, Microsoft 365/Entra/Intune certs; ITIL).</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Leadership/management training (ILM/CMI or equivalent).</li> </ul>	<p>Application Form</p> <p>Certificates</p> <p>Registration</p> <p>Documents</p> <p>CPD Portfolio</p> <p>Interview</p>
<p><b>B: EXPERIENCE</b> (Length, type and level of work-related experience)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Proven leadership of large scale digital/IT transformation or cloud migration programmes.</li> <li>In depth knowledge of Microsoft 365, SharePoint Online, Teams, Intune, Entra ID/Azure AD and modern workplace patterns.</li> <li>Demonstrable programme/project management competence (e.g., PRINCE2/Agile/MSP or equivalent experience).</li> <li>Strong track record of supplier management and multi-stakeholder delivery.</li> <li>Evidenced change management and user adoption capability (communications, training, enablement).</li> </ul> <p><b>Desirable</b></p>	<p>Application Form</p> <p>Interview</p>



	<ul style="list-style-type: none"> <li>• Experience in the charity/third sector or multi-site environments.</li> <li>• Familiarity with Cyber Essentials, ISO/IEC 27001 and/or ITIL service management practices.</li> <li>• Experience working with external agencies and suppliers.</li> </ul>	
<p><b>C: SKILLS KNOWLEDGE ABILITIES</b> (Range and level of skills, depth of knowledge required for the job)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Exceptional planning, prioritisation and risk management skills, with the ability to manage complex roadmaps, competing priorities and fast paced delivery environments.</li> <li>• Strong analytical and problem solving capability, able to diagnose issues, interpret data insights and work collaboratively with partners to develop effective solutions.</li> <li>• Excellent communication skills, written, verbal and visual, with the ability to translate technical concepts and data into clear, actionable guidance for non-technical audiences.</li> <li>• Outstanding interpersonal and relationship building skills, with the confidence and credibility to influence and engage stakeholders at all levels.</li> <li>• Highly organised and self-motivated, able to work independently while contributing effectively to cross functional teams.</li> <li>• Detail oriented, resilient and delivery-focused, maintaining a pragmatic, solutions oriented mindset when managing challenges.</li> </ul>	<p>Application Form Interview References CPD</p>



	<ul style="list-style-type: none"> <li>Committed to continuous improvement, championing best practice and embedding a culture of data informed, user centred decision making.</li> </ul>	
<p><b>D: APTITUDES AND ATTRIBUTES</b> (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Highly motivated and enthusiastic.</li> <li>Strong leadership</li> <li>Data and development focused.</li> <li>Committed to continuous improvement.</li> <li>Excellent interpersonal skills with the ability to build relationships at all levels.</li> <li>Team player</li> <li>Flexible</li> <li>Dependable</li> <li>Attention to detail.</li> <li>Prioritise workloads.</li> </ul>	<p>Application form</p> <p>Interview</p> <p>References</p>
<p><b>E: OTHER JOB REQUIREMENTS</b> (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Basic DBS check.</li> <li>Driving license, with access to a car</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Reference</p>
<p><b>F: PERSONAL QUALITIES AND VALUES</b></p>	<ul style="list-style-type: none"> <li><b>RECEPTIVE</b> - we are <b>open</b> to new ideas and ways of working across our clinical and charity operations, providing total <b>transparency</b> to all stakeholders.</li> <li><b>RESPECTFUL</b> - we are a community-based organisation with a '<b>one team</b>' culture that embraces and encourages <b>honesty</b>.</li> <li><b>RESPONSIBLE</b> - we aim to create the best possible <b>future for everyone</b> and thrive to place <b>sustainability</b> at the heart of everything we do.</li> <li><b>RELEVANT</b> - we define success as <b>continuous improvement</b> and aim for <b>excellence</b> in our live-saving services and community projects.</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Reference</p>



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|  | <ul style="list-style-type: none"><li>• <b>RECOGNITION</b> - we <b>value our relationships</b> - with staff, supporters and the wider communities we serve - <b>working together</b> to achieve the best possible patient outcome.</li></ul> |  |
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**The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties**