

## Job Description

<b>Title:</b>	Project Manager
<b>Responsible to:</b>	Head of Design & Engineering
<b>Location:</b>	Regular presence in Bath plus remote working

### About Designability

Designability is an independent, national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere. We create great looking, easy-to-use products that go beyond basic functionality and we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop products in response to specific needs, in the hope that our products will inspire new markets to blossom.

### Purpose of the role

Designability is undertaking a ground-breaking project to ensure that owning an electric vehicle (EV) is accessible to disabled people. The project manager will work with the technical lead and research team to deliver the development of concepts, user-validated designs and a design guide for industry. This project is closely aligned with the development of design standards for public EV charge points, and close communication with industry stakeholders and our external funding partner is required.

This role will also support the development of policy and standards accreditation, with the opportunity to have a large impact on disabled people's lives in the immediate future.

In addition to the primary project the role will support the Head of Design and Engineering in managing departmental plans, budgets and resources across a range of development projects.

### Responsibilities:

- Defining a project's scope and goals and ensuring that they are agreed and understood by stakeholders
- Planning and scheduling project timelines and delivering within them

- Contributing to resource planning and allocation, including liaison with key stakeholders, both within Designability and with partner organisations
- To be committed to the work of Designability and work in accordance with the organisation's policies and procedures
- Managing project administration, being responsible for taking meeting minutes, creating actions logs and tracking progress
- Establishing comprehensive and sufficiently detailed project budgets and ensuring spend is on target
- Researching and analysing of market information, supporting activity in the development of standards and legislation to make Electric Vehicles more accessible to disabled people
- Establishing relevant SLAs with external stakeholders or suppliers
- Managing stakeholder and funder relationships including regular communication
- Tracking project performance, reporting and managing issues
- To conduct such other duties as may be required by the organisation from time to time.
- Willing and able to undertake work outside normal hours and to travel as required.

## Terms of employment

This post has a 3 month probation period. This post is a 12 month fixed-term contract (FTC).

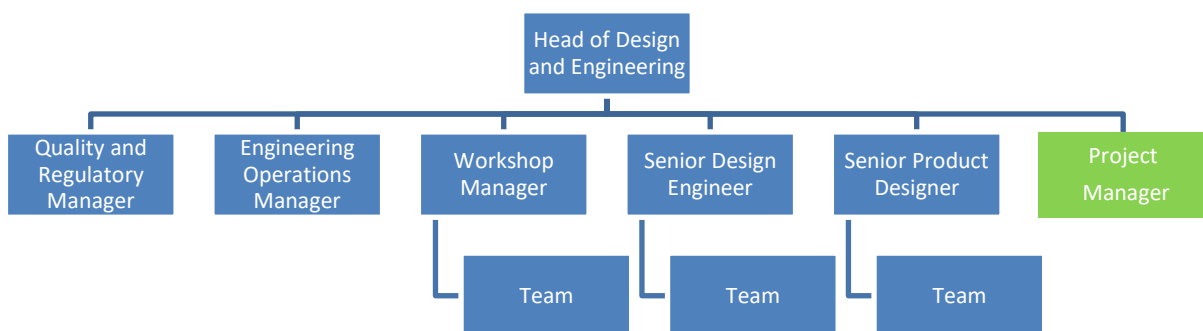
All staff within Designability are subject to a basic Disclosure and Barring Service Check before an appointment can be confirmed. If the role requires direct contact with children or vulnerable adults, then an Enhanced DBS check would be required.

## Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to university degree level or an equivalent qualification in project management</li> </ul>	
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Good understanding of the principles of project management</li> <li>• Demonstrate capabilities to manage own workload and make informed decisions</li> <li>• Programme and cost management</li> <li>• Stakeholder management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in the charity sector</li> <li>• Experience of the Electric Vehicle sector</li> <li>• Experience in policy making, legislation and standards development</li> </ul>

Skills	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent report writing skills</li> <li>• Computer literate in industry standard software</li> <li>• Excellent time management and planning to ensure timely delivery of project milestones</li> <li>• Good attention to detail</li> </ul>	
Attributes	<ul style="list-style-type: none"> <li>• Able to play a leading role in the project team to ensure success</li> <li>• Driven and motivated to succeed</li> <li>• Sharing in Designability’s vision, mission and values to bring positive change to the lives of disabled people</li> </ul>	

**Team Structure**



**Benefits that come with working for Designability**

Looking after its employees is important to Designability – supporting everyone to be happy and healthy means that we live our values of being creative, practical and inclusive and in turn meet our mission to enable disabled people to live with greater independence.

To find out what benefits we currently offer to our team, please visit:

<https://designability.org.uk/benefits-that-come-with-working-for-designability/>