JOB DESCRIPTION
Project Manager – Chaplaincy Review
Vacancy Ref: A3589

Job Title: Project Manager – Chaplaincy Review	**Present Grade:** 8P
Department/College: Student and Education Services (SES)	
Directly responsible to: Associate Director (Wellbeing and Inclusion)	
Other contacts **Internal:** University senior management, Chaplaincy staff, Heads of Department, College Principals, academic and professional services staff working in faculties, colleges and departments, central services staff, ISS and Library staff, students. **External:** Students' Union, external faith organisations, staff in other HEIs.	
Major Duties: As Project Manager for the Chaplaincy Review project the role-holder will undertake a review of chaplaincy (as it relates to the provision of services and not the capital aspect of The Chaplaincy) to: i) review how effectively the current chaplaincy provision meets the spiritual needs of the diverse staff and student community of Lancaster University; ii) develop a set of recommendations for improving and enhancing chaplaincy provision for the future. Responsibilities include: 1. Definition of project requirements and identification of all stakeholders. 2. Project planning including key milestones, project timescales and mitigations for missed deadlines or non-delivery. 3. Leadership of the assigned project team members and all internal and external stakeholders forming part of the wider project team involved in planning and executing the project. 4. Identification and prioritisation of stakeholder requirements and negotiation of schedule and deliverables. 5. Communication, influencing, negotiation and liaison with all internal and external stakeholders. 6. Take a pro-active and hands-on approach to delivering the project, leading on key project areas and engaging with internal and external stakeholders to develop evidence-based reports for the Project Steering Group. 7. Project control, resource management, resource negotiation and management reporting. 8. External engagement to ensure the project is informed by best practice both within and external to the HE sector. 9. Risk management. 10. Other duties as required.	