

# LINCOLN COLLEGE GROUP

# JOB DESCRIPTION

## JOB TITLE & NUMBER

CS1478P: Project Manager

## SALARY

£39,557 - £43,448 per annum

## GRADE

Management Scale 0-3

## HOURS

37

## REPORTING TO

Head of Innovation & Projects

## DEPARTMENT

Strategic Growth

## LOCATION

Lincoln

BE READY...

## Job Purpose:

To collaborate with education, industry, and local communities to transform ambitious ideas into successful outcomes. Your efforts will support initiatives that create opportunities for learners, enhance partnerships, and promote regional growth. You will engage with diverse colleagues and stakeholders, building relationships, addressing challenges, and delivering impactful projects.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide project management support for strategic programmes, including the Defence Technical Excellence College (DTEC) programme, coordinating delivery activities, monitoring progress against agreed milestones, managing risks and dependencies, supporting employer engagement activities, facilitating collaboration across the hub-and-spoke network of providers, and ensuring effective governance and reporting arrangements are maintained.
2. To contribute to the development of business cases, funding bids, feasibility studies and option appraisals, ensuring robust consideration of scope, time, cost, quality, risk and benefits.
3. To act as the responsible lead for allocated projects and programmes, ensuring delivery in accordance with agreed objectives, timescales, budgets and quality standards. This includes planning, scheduling, monitoring and controlling project activities in line with recognised project management methodologies (e.g. APM, PRINCE2).
4. To establish, coordinate and lead project teams, including negotiating resource requirements with line managers, providing matrix management of project staff and resolving conflicts where required.
5. To take overall responsibility for the identification, assessment, management and mitigation of project and programme risks and issues.
6. To lead the measurement, evaluation and reporting of project outcomes and benefits, ensuring the effective capture and communication of successes, lessons learned and opportunities for continuous improvement.
7. To exercise effective financial management and budgetary control, ensuring value for money and compliance with funding and governance requirements.
8. To communicate effectively and professionally, both verbally and in writing, with a wide range of internal and external stakeholders.
9. To develop and maintain productive relationships with external partners, employers, funding bodies, professional organisations and other stakeholders, representing the College positively at all times.
10. To support the implementation of the College's Equality, Diversity and Inclusion policies and practices through all aspects of the role.
11. To maintain quality standards, appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

Knowledge		PSM
1	Knowledge of both commercial and public sector.	A/I
2	Knowledge of project management best practices.	A/I
3	Knowledge (and experience) with project management tools (Gantt charts, budgets sheets, AGILE).	A/I

Skills/Abilities – Interpersonal		PSM
4	Excellent interpersonal and stakeholder management skills, with the ability to build and maintain effective working relationships with colleagues, employers, funding bodies, and external partners.	A/I
5	Strong communication skills, with the ability to present complex information clearly and professionally, both verbally and in writing, to a range of audiences.	A/I
6	Effective influencing, facilitation, and negotiation skills, with the ability to achieve consensus, manage competing priorities, and resolve conflict constructively.	A/I

Experience		PSM
7	Experience of leading teams to success.	A/I
8	Experience of managing change in commercial and/or education sectors.	A/I
9	Experience managing projects and programmes (including all aspects of time, cost, and quality).	A/I
10	Experience working with commercial contracts/funding contracts.	A/I

Work Related Circumstances		PSM
12	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
13	Ability and willingness to work flexibly.	

Skills/Abilities - Other		PSM
14	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
15	Ability to actively promote equality, diversity and inclusion across all aspects of project management, and delivery.	A/I

<b>Prepared By:</b>	Lauren Harvey – Head of Innovation & Projects
<b>Date:</b>	June 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

# VISION 2030

## LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;  
SHAPE FUTURES;  
SERVE OUR COMMUNITIES.**

### OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

#### COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

#### ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

#### RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

#### EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

### OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

