



Shepherds Friendly is a modern mutual society, offering a variety of adult and children's financial products and services such as ISAs, savings plans, life insurance and income protection. Located in south Manchester in the heart of Cheadle village, the Society has been providing financial security to members for almost 200 years.

Guided by our values of working together, doing the right thing, and making a difference, we are committed to delivering a service which helps our members plan their finances and secure their family's future. In a world of financial complexity, we believe in the power of simplicity.

We are currently recruiting for a **Junior Project Manager** within the Change department to join our team of talented individuals.

Purpose of the role:

- Manage the end-to-end project delivery lifecycle for small to medium sized projects for Strategic Consumer Platform (Website and Mobile App) change delivery.
- Adherence to the Society's Change Delivery Framework (CDF), ensuring all required documentation is stored in shared folders, accurate and complete at all times.
- Manage both internal and external stakeholders in line with project milestones, key dependencies required within project delivery, to ensure projects run efficiently and to plan.
- Report on your project delivery progress as required by the CCO, feeding content through to Project Review Board (PRB), Executive Committee (Exco) and Board.
- To work closely with business, technical and Change team on resource planning and allocation to deliver change.
- Create and maintain accurate Project Plans and Risk, Actions, Assumptions, Issues, Decisions and Dependency (RAAIDD) logging throughout the project delivery.
- To assist business stakeholders with project benefit capture.
- To deliver the requirements of your role in line with the Society's culture and values.
- Provide project support to Consumer Platform Product Owner as required.

In this role you will be responsible for:

- Delivering small to medium projects on time, cost and quality.
- Delivering small to medium projects in line with the Society's Change Delivery Framework (CDF).
- Having a mindset of continuous improvement used to help iterate our Change Delivery Framework based on knowledge and delivery experiences.
- Organising and maintaining communication with all project stakeholders.
- Providing project updates as required by the Senior Project Manager and Chief Change Officer for projects you lead on.
- Building your knowledge of the Society's products, platforms and business operations.
- Contributing to the implementation of corporate culture initiatives.
- Being aware of and complying with office health and safety procedures.
- Carrying out other such duties and responsibilities as required by your line manager or assigned to you by the Society from time to time.

We are looking for someone who has:

- Project Management qualification (PRINCE2 or equivalent, preferred but not necessary)
- Small to medium size project delivery experience.
- Excellent organisation, documentation and reporting skills.
- Must be able to work on own initiative through entire project lifecycles.
- Experience of MS 365 products.

Most importantly, we offer:

- Salary: Competitive
- Company Pension Scheme – 8% employer contribution
- Flexible working hours with the option to work from home.
- 25 days annual leave plus bank holidays
- An extra day off for your birthday
- Access to wellbeing support services through Nuffield Health and Health Assured including access to 24/7 online GP, discounted gym membership, mental health support, free eye tests and flu vaccinations.
- Company benefits including life insurance, healthcare cash plan, four paid well-being days, and various social and charitable events throughout the year including a volunteering day at a charity of your choice.
- Optional benefits including cycle to work scheme, holiday trading, etc.
- 4pm finish on Friday!

If you think this role would be a great fit for you, please submit your CV and cover letter now to careers@shepherdsfriendly.co.uk For further information, please contact 0800526249.

Diversity, Equality and Inclusion

The Society strives to build and nurture an inclusive culture that encourages, supports and celebrates the diverse voices of our people to connect with our members and the communities we serve. We offer a range of family friendly, inclusive employment policies and practices, flexible working arrangements, employee engagement initiatives and office facilities and services to support people from different backgrounds.