

# Job Description: Project Manager

## The Chartered Institute of Procurement & Supply

The Chartered Institute of Procurement & Supply (CIPS) is the leading independent global membership body representing the procurement and supply profession. With a global membership of over 70,000, we are driving positive change across the profession.

As an organisation with a Royal Charter, our focus is on fulfilling our public interest remit by maintaining high standards of technical competence and ethical behaviour of our members, whilst enhancing the capability of the profession through education, training, and qualifications.

Through all our work, we build a community. A global network of professionals, powering best practice for procurement and supply excellence in people, processes and performance.

CIPS has local offices in the UK, Australia and New Zealand, Africa, the Middle East, India, Singapore and the USA.

### Classification Information

Detail	Description
Job title	Project Manger
Contract Type	Permanent
Job Family	Professional
Job Grade	P4
Salary Band	B
Departments / Location	Governance - CIPS UK – WestPoint, Peterborough, PE2 6FZ
Reports to	Head of Product Development
Direct Reports	0
Indirect Reports	0

## Job Summary

The Project Manager is responsible for leading the planning, execution, and delivery of projects that support organisational goals and enhance business performance. This role ensures projects are delivered on time, within scope, and within budget while managing risks, engaging stakeholders, and maintaining high quality standards.

The Project Manager acts as a key driver of change, coordinating cross functional teams, maintaining momentum, and ensuring clear communication throughout the project lifecycle.

This role sits within the Products Team and is responsible for the delivery of relevant, fit for purpose products to the wider organisation and across multiple channels.

## Key Responsibilities

### Project Planning & Delivery

- Develop detailed project plans including scope, milestones, resources, dependencies, and budgets.
- Lead end to end project delivery using suitable methodologies (e.g., Waterfall, Agile, hybrid).
- Coordinate internal teams, external partners, and stakeholders to ensure timely delivery.
- Manage project changes through structured change control processes.
- Track progress, escalate risks or issues, and implement appropriate mitigation actions.

### Stakeholder Management

- Build strong working relationships with stakeholders at all levels.
- Facilitate project meetings, workshops, and status reviews.
- Provide clear, consistent updates and reporting on project progress.
- Manage expectations and ensure alignment with business objectives.

### Risk, Governance & Reporting

- Identify, log, and manage risks, issues, and dependencies.
- Maintain accurate documentation across the project lifecycle.
- Ensure compliance with organisational governance processes and approval gates.
- Prepare and present project reports, dashboards, and post project evaluations.

### Financial & Resource Management

- Manage project budgets, forecasts, and cost controls.

- Ensure effective allocation and utilisation of resources.
- Procure external support where required, following procurement processes.

### Continuous Improvement

- Drive a culture of learning and improvement through project retrospectives.
- Promote best practice project management tools, templates, and standards.
- Share insights to improve future project delivery outcomes.

### Behaviours

- Proactive and solutions focused.
- Calm and resilient under pressure.
- Collaborative, inclusive, and able to influence without authority.
- Adaptable to changing priorities and environments.

### Person Specification

Qualifications & Experience	Desirable	Essential
Proven experience leading and delivering projects of varying complexity.		✓
Strong knowledge of project management methodologies and tools.		✓
Excellent organisational, planning, and time management skills.		✓
Able to manage multiple priorities and work to tight deadlines.		✓
Strong stakeholder engagement and communication skills.		✓
Experience managing risks, budgets, and governance processes.		✓
High attention to detail with strong problem-solving abilities.		✓
Professional certification (e.g., PRINCE2, APM, PMP, Agile/Scrum).	✓	
Experience delivering change or transformation initiatives.	✓	
Familiarity with project management software (e.g., MS Project, Jira, Monday.com).	✓	

## Competencies

CIPS' Values – all employees undertake to uphold our agreed values



## Other Information

Terms	Description
<b>Hours</b>	9am to 5pm, Monday to Friday (35 hour contractual working week), but the salary has been structured to take account of the need to occasionally work unsocial hours as required by a global organisation and therefore no additional remuneration will be paid outside of base salary)
<b>Life Assurance</b>	4 times gross annual salary for death in service
<b>Healthcare</b>	We currently offer Private Medical Insurance through BUPA. CIPS will cover you for BUPA select key cover and you can choose to add family members and dental/cash plans for a monthly fee. BUPA also offers a Digital GP service where you can arrange a video GP appointment at any time of the day, normally within 2 hours via a smartphone app.
<b>Pension</b>	Group Personal Pension Plan
<b>Holiday</b>	25 working days holiday plus statutory holidays – holiday year from 1 <sup>st</sup> January to 31 <sup>st</sup> December
<b>Bonus</b>	Bonus Scheme – General Staff Bonus. Bonuses are non-contractual, not guaranteed and can be removed at CIPS' sole discretion. Bonus payments are non-consolidated for all other contractual and non-contractual benefits including (but not limited to) pension and life assurance.
<b>Staff Dining</b>	Gather & Gather restaurant located at West Point open 8.00am until 3:00pm Staff kitchen area available with fridge and microwave within CIPS office at West Point.