

THREEHANDS

Recruitment: Junior Project Manager

October 2018

THREE HANDS

At Three Hands we believe in creating business value and social value hand in hand. We're a small purpose-driven business helping big businesses to play a positive role in society, in the way they develop their people, work with communities and innovate with products and services. Our client list includes Nationwide Building Society, Centrica, RSA Group, Superdry, John Lewis and Network Rail.

It is not just corporates that we work with. The solutions we devise for business involve practical, real-life projects and programmes that benefit non-profit organisations, from local grass-roots groups to national charities. In the process we plug businesses into the social and environmental issues that matter to them, their employees and their customers.

THE ROLE

We are recruiting a Junior Project Manager with the following responsibilities:

1/ Project management

Playing a lead role on some client projects and a supporting role on others, you will research, design, set up and implement individual projects and partnerships. This will include:

- Account management – be a point of contact with community partners and clients;
- Research – identifying potential charity partners for each client project;
- Design – working with the identified partner and the client to design a programme of activity that will address business and charity objectives;
- Project set-up – taking responsibility for logistics, resources and health & safety;
- Implementation – supervising and coordinating projects;
- Review – evaluating the project or programme.

2/ Community partner knowledge and relationship management

You will have a good understanding of the voluntary sector and your work will include:

- Managing and developing relationships with community organisations, deepening relationships with existing contacts and establishing new contacts;
- Being aware of community organisations' needs in order to identify partnership opportunities;
- Taking responsibility for overseeing our database of partners and contacts;
- Keeping up to date with non-profit sector and CSR trends in the UK.

3/ Essential business support

You'll get stuck in to many elements of running a small business, such as:



- Supporting our business development and marketing efforts – helping to identify prospective clients, attending client meetings, creating case studies, updating the website and leading on our social media activities;
- Event management – taking the lead on organising events such as the annual Three Hands forum;
- Administration and office management – supporting on general administrative tasks in the office such as updating our CRM system.

SKILLS, CAPABILITIES AND EXPERIENCE

You will have at least three years of relevant work experience, including exposure to the voluntary sector and/or a good understanding of large organisations' CSR/ sustainability agendas. Your experience might have been gained in a corporate organisation, a charity or an intermediary organisation.

Most of all you will be bright, dynamic, and keen to contribute to the growth of Three Hands. You will be motivated to work with major businesses and community organisations alike. You will enjoy a challenge and you will be comfortable working in a small team where you are often trusted to get on with work independently, using your own initiative.

You will have evidence of delivering high quality work and you will be able to demonstrate the following skills and experience:

Project management

- Very strong organisational skills with proven attention to detail.
- The ability to juggle multiple projects and to prioritise work streams.
- Good working use of MS Office, including Excel and PowerPoint.

Communication

- Professional demeanor, with an adaptable communication style and proven interpersonal and 'people' skills.
- Able to build relationships and to feel at ease with all levels of people, in all types of organisation, through face to face, telephone and email contact.
- The ability to listen, understand and retain information from businesses and community organisations.
- The ability to write coherently and articulately.
- An understanding of how to use social media effectively.

Creativity

- Creative thinking in order to design innovative, exciting projects that balance the needs of the business with those of the community partner.



WORKING AT THREE HANDS

We have a core team of five people and a further six associate team members who support us on an ad hoc basis. Working here is all about:

- A clear set of values based around our beliefs about the role of business in society and the desire for meaning and purpose at work;
- Variety and dynamism – from meetings with grass-roots charities to senior executives, from business development to facilitation, variety is standard;
- Trust, respect and support – we value everyone’s input in decisions and support each other to develop through our work;
- Initiative – we encourage autonomy and we don’t adhere to directive management styles, meaning that the initiative of individuals counts for a great deal;
- Great relationships – we get on well with our clients, first and foremost because we deliver great work for them but also because we cherish healthy and long-term relationships;
- Enjoyment – we have fun and aim to achieve a sensible work life balance.

We view the ‘intangible benefits’ of life at Three Hands as: working in a values-led environment, making a positive impact in society as well as business, and being entrusted to work independently in the context of a small team.

REMUNERATION AND OTHER DETAILS

Remuneration will be circa £27k, depending upon experience. This is a full-time role.

Other details are as follows:

- Location will be Three Hands’ London office near Elephant & Castle tube station. Established team members have the flexibility to work from home when needed / appropriate. Whilst much of our work takes place in and around London, travel around the UK is common. Overseas travel is extremely rare.
- Team members are entitled to 25 days holiday per year, not including the period between Christmas and New Year when the office is closed.
- The successful candidate will be entitled to join the company pension scheme after three months of employment and to take part in the profit sharing scheme as of the second financial year of their employment.

APPLICATION PROCESS

To apply please email your CV (2 pages max.) and a cover letter of no more than 500 words telling us a bit about yourself to Michael Hilton, Senior Manager (michael@threehands.co.uk), by midday on Monday 29th October. First interviews will take place in w/c 5th November, with second interviews for shortlisted candidates in w/c 12th November.