

THREEHANDS

Recruitment: Project Manager

January 2022

THREE HANDS

At [Three Hands](#) we believe in creating business value and social value hand in hand. As a small purpose-driven business, having a positive social and/or environmental impact in society is a core aim of everything that we do. We do this by helping big businesses to play more responsible and sustainable role in society, through the way they develop their people, work with communities and innovate with products and services. Our client list includes Royal London Group, Experian, NatWest Group, M&G plc, British Land, Centrica 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 coronavirus pandemic has made such mutually beneficial collaboration between businesses and charities more important than ever.

THE ROLE

We are recruiting a Project Manager with the following responsibilities:

1/ Project management

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

- Account management – managing relationships with both community partners and clients;
- Research – identifying potential charity partners for each client project, through desk-based research and in-depth, exploratory conversations;
- 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 the delivery of projects, whether taking place virtually or face to face;
- Review – evaluating the project or programme.

2/ Community partner knowledge and relationship management

You will have a good existing understanding of the non-profit 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 and improving our database of partners and contacts;
- Keeping up to date with non-profit sector and CSR / sustainability trends in the UK.



3/ Essential business support

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

- Supporting our business development efforts – helping to identify prospective clients, preparing for and attending client meetings and writing compelling case studies;
- Supporting our digital marketing – including keeping our website up to date and overseeing our social media presence;
- Organising events – taking the lead on organising virtual or face-to-face events such as our regular online conversations and the Three Hands Forum;
- Tracking our business and social impact – ensuring consistent and robust evaluation of all our projects and leading production of our annual impact report.

SKILLS, CAPABILITIES AND EXPERIENCE

You will have experience of leading projects yourself and a good understanding of both the corporate and the non-profit sectors. The role would be well-suited to people from charities who are looking to move into the CSR / sustainability space and work more closely with a range of businesses, or your experience might instead have been gained in a corporate or intermediary organisation.

Most of all you will be dynamic, self-motivated and keen to contribute to the success of Three Hands. You will be interested in working with major businesses and community organisations alike. You will enjoy being challenged and you will be comfortable working remotely 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 (essential)

- Very strong organisational skills with proven attention to detail.
- The ability to juggle multiple projects and to prioritise work streams independently.
- The experience to spot project risks and challenges and take proactive action to address them.
- Good working use of MS Office, including Word, Excel and PowerPoint.

Communication (essential)

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



Creativity (essential)

- Creative thinking in order to design innovative, exciting projects that balance the needs of the business with those of the community partner.
- A willingness to contribute new and different ideas in a small-team environment, whether concerning practical issues or big picture strategy.

Values (essential)

- You should be someone with a values-led approach who cares about social outcomes as well as business outcomes and who is motivated about making a positive impact on charities and communities.

Digital marketing (desirable)

- The ability to maintain and improve a website.
- An understanding of how to use social media effectively, particularly Linked In and Twitter.

WORKING AT THREE HANDS

We have a core team of five people and a further six associate team members who support us on an 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.

REMUNERATION AND WORKING ARRANGEMENTS

Remuneration will be circa £32k, depending upon experience. This is intended to be a full-time role.

Other details are as follows:

- Since the beginning of the pandemic we have moved to a largely virtual team set-up. We have a small office in Elephant & Castle where we work and meet one to two days a week.
- We are currently delivering most of our projects remotely, including working with clients and charities up and down the UK and internationally. As the pandemic eases, we would expect to



return to delivering face-to-face projects in and around London and other parts of the UK. Overseas travel is extremely rare.

- Team members are entitled to 25 days holiday per year, with the addition of 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, to benefit from the company health insurance scheme after six months and to take part in the profit sharing scheme as of the second financial year of their employment.

You may only apply if you have the right to work in the UK from January 2022 onwards. Three Hands cannot sponsor work visas.

APPLICATION PROCESS

To apply please complete our short application form (available [here](#)) and email this, together with your CV (2 pages max.) to Annie Johnson (mail@threehands.co.uk) **by 9am on Monday 31st January.**

We will review all applications blind without reference to names or educational background. We will only look at named CVs for those we invite to interview.

First round interviews will take place over Zoom in w/c 31st January, with a second round, face to face at our office, during w/c 7th February,

Three Hands is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process. If you require any additional support to enable you to take part on the application process please contact us.