



Senior Project Manager - Quant

Job Description and Personal Specification

May 2022

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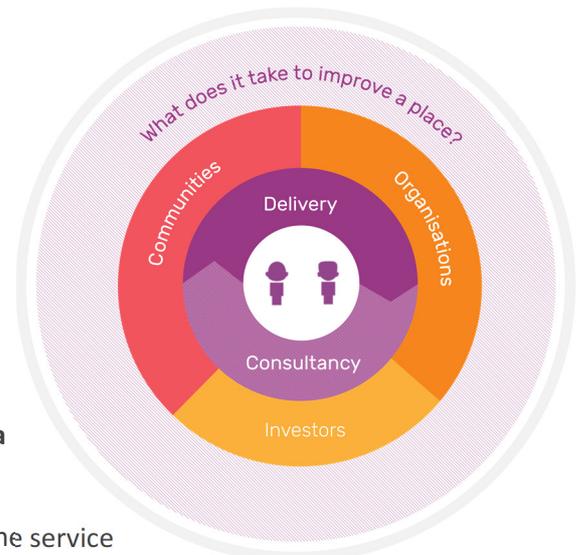
Key information

- Permanent role
- Deadline for applications: **Sunday 19th June at midnight**
- Short (15 min) telephone interviews anticipated to take place: **Monday 27th and Tuesday 28th June**
- 1hr task to be undertaken over the weekend of **Saturday 2nd and Sunday 3rd July**
- 1hr interview anticipated to take place over Microsoft Teams: **Monday 4th and Tuesday 5th July**
- Apply online here: <https://apply.workable.com/renaisi/>
- Salary band: **£38,000 - £42,000**

About Renaisi

Our mission is to create the conditions for strong, inclusive communities to thrive by doing three complementary things:

1. Supporting people to learn, work and connect with their community.
2. Helping organisations across the UK to understand their impact on communities.
3. Exploring the question: **what does it take to improve a place?**



Renaisi is unique as we combine consultancy work with frontline service delivery. We're constantly learning from the different perspectives we see from working directly with communities, and from supporting social organisations, charities and institutions to deliver greater impact. This makes Renaisi a uniquely well-rounded and exciting place to work.

Find out more about Renaisi at www.renaisi.com

Why join us?

We're a company with a clear social purpose. We're proud of the impact and change we have fostered locally and nationally in the last 22 years.

As a social enterprise, we **value strengths** rather than picking at weaknesses, and we **make time** to understand and hear people. When it comes to taking responsibility for our work and our mission, we

own it, and when it comes to how we approach learning, challenges and the issues we engage: we are constantly **curious**. **These values reflect how we behave and our work.**

Our employee benefits



We offer **25 days of annual leave per year**, plus statutory and public holidays. After each year of service, you accrue an additional day of annual leave, up to a maximum of five. We also offer **five corporate social responsibility days** a year which you can use to volunteer at a charity or provide evaluation support to an organisation.



We support your travel through our cycle-to-work scheme, and interest free season ticket loans to permanent members of staff (after 3 months of service).



We support your family with our enhanced maternity, paternity and adoption pay offer



We support your wellbeing through resources and information in our Wellbeing Pack, leading initiatives through our internal Wellbeing Team, and support from our internal Mental Health First Aiders. We also have an **Employee Assistance Programme**, which is a confidential employee benefit designed to help you deal with personal and professional problems.



We help you grow by offering a range of learning and development opportunities, including **in-house training**, with previous sessions including project management, qualitative analysis, report writing, pitching for new work, and bid writing. We also hold regular Lunch & Learn sessions to promote **peer-to-peer learning**. Where necessary, we also offer **external training opportunities**.



We offer the opportunity to get involved with **our internal initiatives groups**, which focus on driving change across Sustainability, Equal Opportunities and Wellbeing. We also host annual Company Away days, which is a chance for the entire company to come together, share information and learn.



We are a member of the **NEST pension scheme** and you will be automatically enrolled into this scheme, subject to eligibility.



We offer additional benefits of a free annual eye test, and free fruit, coffee and tea in all of our offices.

Are you interested in joining our Consultancy Team?

We're looking for a Senior Project Manager (Quant) to join our busy and dynamic Consultancy Team.

What does the Consultancy Team do and who do we work with?

Our Consultancy Team has an excellent reputation in the social sector. The projects we deliver are diverse in their size and scale, but fall into three main categories:

- **Evaluation:** supporting organisations to help them understand their impact and assess where value is created. We are also experienced in more developmental approaches to evaluation, helping organisations learn and adapt in real time
- **Social research:** exploring particular issues in greater depth working with more marginalised groups
- **Learning partnerships:** supporting organisations with a more structural learning approach tailored to their context and culture. This can include long-term relationships over a number of years, as well as shorter more strategic advice.

We also have a track record of engaging in large, complex programmes of change in places.

Our clients are charities, public services, local government and funders. Current and recent examples include The National Lottery Community Fund, Paul Hamlyn Foundation, Power to Change, The Health Foundation, DCMS, Children in Need, City Bridge Trust, Discover Children's Centre, The National Lottery Heritage Fund, Spirit of 2012, Youth Endowment Fund, and Camden Council.

Many of our projects are mixed-methods, using both qualitative and quantitative data to deliver research to our clients. For our quantitative analysts, this looks like descriptive statistics, data mapping, cost-benefit analysis, social return on investment, value for money analysis, distance travelled analysis and creating data visualisations. We work across a large number of policy areas, but have developed particular expertise in the youth sector, with older people, vulnerable families, the arts and culture sector, and place-based approaches.

What will it be like working in this role?

As a senior member of the Consultancy Team you will manage a variety of projects, mostly research or evaluation-related.

You will be responsible for the day-to-day project management of some of our larger client commissions in the Consultancy Team portfolio, in particular those with a quantitative element or focus. You will oversee the performance of the contract, manage project officers working on the project, be the main point of contact with clients and manage the budget and project team resourcing effectively. For medium sized and smaller contracts, you will fulfil a Project Director role, supporting Project Managers through advice and quality assurance.

Senior Project Managers play a key role in business development leading on proposal writing and attending pitches for potential new work. As part of this role, you will lead on the further development of our quantitative data offer. This could include coming up with new quantitative data products for potential clients and considering how quantitative data can work alongside our other offerings (place-based, qualitative, evaluation and learning).

Whilst the majority of the role is external facing with our client organisations, some of your time will be internal, to help with Renaisi's own development – for example, contributing to cross-organisational learning or initiatives. We encourage team members to attend conferences and events and develop their networks and contacts in the sector. We can't predict what types of client projects you might be working on in the future, but they are guaranteed to involve interesting social issues and an insight into how different organisations work.

About you

We're looking for someone with the relevant skills, knowledge and experience who wants to make a difference to communities, organisations and places. Most of all we are looking for someone who will be a great fit for our team, and can confidently manage a varied workload, and turn their hand to a range of tasks and challenges.

You will ideally have an established track record in a similar consultancy or research environment, and are looking to develop your career further by bringing your quantitative expertise to Renaisi's context and helping to develop our quantitative offer for clients.

We are looking for individuals who have considerable expertise in quantitative research and analysis and experience of using tools for handling data and producing data analysis (Excel, and one of Python or R or similar, and SQL). You will be confident in a range of methodologies that can be applied across the different style of projects we work on and are appropriate for engaging with people from more disadvantaged or challenging backgrounds. Many of our projects are mixed methods, and experience of how to integrate qualitative and quantitative methods and conduct robust analysis would be helpful.

Summary of the role

Job Title	Senior Project Manager - Quant
Function of the post	To support the work of the growing and busy Consultancy team at Renaisi by managing a range of large client projects (with a quantitative focus or element), developing new work and opportunities, and supporting more junior staff in the Consultancy team.
Accountable to	Principal
Management of	Line management of more junior staff in the Consultancy Team
Internal relationships	Close working with Directors, Principals and other Senior Project Managers
External relationships	Clients that have commissioned Renaisi, partners and associates, members of the public
Location	<p>Unit 3, 290 Mare Street, London, E8 1HE</p> <p>(May be required to work from other Renaisi or client offices around the UK – with travel costs outside of your usual travel to work covered)</p> <p>Our office is open for staff to work from and we are currently offering a mix of home and office working.</p>
Salary	£38,000-£42,000 per annum: Salary will depend on experience and qualifications.
Hours of Work	35 hours per week, 9am to 5pm but flexibility is required.
Length of contract	This is a permanent position. The probation period is six months.
DBS Check	You will be required to undertake an enhanced DBS check for this position which the company will pay for
Terms & Conditions	A staff handbook will be issued to the successful candidate with their offer letter.

Job description – what the role involves

Duties and responsibilities

The role is incredibly varied, suiting driven individuals and giving them a chance to develop both themselves and the organisation. The main responsibilities of the Senior Project Manager (Quant) are managing evaluation and learning projects through the full project cycle, from evaluation design, to data collection and analysis, through to developing conclusions and recommendations; leading on bids and pitches for new client commissions; and supporting junior staff members. The quantitative focus of this role means that the evaluation and learning projects you will be focussing on will have at least an element of quantitative work.

Project Management

- Project managing small and large research and evaluation projects for external clients or internally at Renaisi, with a particular focus on research projects that are solely quantitative or have an element of quantitative data.
- Responsibility for adhering to agreed budgets, resource plans and timelines, meeting project milestones, and managing the work of the project team, sub-contractors and partners

Supporting clients

- Creating new ways to display quantitative data for clients, in packages such as Power BI or Tableau
- Drafting accessible and concise reporting outputs of evaluation findings, in Microsoft Word and PowerPoint
- Leading on presentation of findings to clients and stakeholders
- Maintaining strong client relationships for commissioned work, ensuring that communication is regular, proactive and respects client confidentiality

Business development work

- Developing Renaisi's quantitative data offer, including coming up with new quantitative data products for potential clients and considering how quantitative data can work alongside our other offerings (place-based, qualitative, evaluation and learning)
- Leading proposals, including identifying opportunities, leading the design, methodology and budget of potential quantitative research projects
- Leading pitch presentations for new client commissions, including managing the pitch team before and during the pitch
- Negotiating with current clients for follow-up work

Team Management

- Line management of junior staff within the consultancy team
- Establishing and maintaining effective working relationships with colleagues at all levels
- Leading on the recruitment of researchers and project managers

Company

- Contribute to organisational learning, for example through internal initiatives such as sustainability and equal opportunities, internal evaluation or equitable evaluation

- Promoting the image of Renaisi, which may include attending conferences, training, exhibitions and other events and preparing publicity material.
- Work with the Data Manager to explore areas where Renaisi can use quantitative data to learn
- Promote equal opportunities and cultural development
- Carry out all duties in accordance with Renaisi's Equal Opportunities Policy

Notes

1. In addition to the above, you may be required to carry out any other duties required to ensure the implementation of the programmes and projects or other areas of work for which the Company is responsible.
2. This list is not to be regarded as exclusive or exhaustive. Any additions or alterations will be put in writing by the Chief Executive or a Company Director.

Person Specification – your skills, knowledge and experience

Senior Project Manager	(E) = Essential (D) = Desirable
1. Values and equalities	
Proven and demonstrable commitment to the principles and practice of equal opportunities in employment, and ability to promote the Company's Equal Opportunities Policies	E
Identify with the values and ethos of Renaisi	E
2. Experience	
Minimum of five years of experience of social research and evaluation in a consultancy and/or applied setting working with a range of clients in the social sector – charities, local and central government and funders	E
Significant experience of designing and leading quantitative research projects working with large datasets and involving multiple stakeholders. This will include managing projects effectively through the full life cycle of proposal, implementation, delivery, completion and post-project review.	E
Experience of quantitative analysis (handling and analysing large datasets, creating and interpreting pivot tables/cross tabs, undertaking and interpreting statistical analysis) and an interest in developing this further	E
Experience of using tools for handling data and producing data analysis (Excel, and one of Python or R or similar, and SQL).	E
Overseeing and coordinating tasks across multiple projects	E
Designing and delivering research and evaluation projects within a strong ethical framework	E
3. Knowledge	
Excellent knowledge of the issues affecting the communities and organisations that Renaisi works with	E

Demonstrable knowledge and expertise in research and evaluation, in particular quantitative methods and analysis – with the confidence to manage projects that include qualitative and quantitative elements	E
Knowledge of different evidentiary quality levels, and the trade-offs required in delivering practical and robust research for charities, social enterprises and the local public sector	E
Interests in one or more of the following areas: <ul style="list-style-type: none"> - Employment and skills - Public health - Youth sector - Education - Families and carers - Community engagement - Arts and culture 	E
4. Skills	
Excellent organisational and time management skills including the ability to plan and prioritise to meet competing demands.	E
Managing project teams and maintaining positive working relationships with other staff.	E
Ability to communicate highly effectively, both orally and in writing with colleagues and external clients.	E
Strong quantitative and analytical skills, including in statistical analysis	E
High quality research skills involving a high attention to detail and accuracy and the ability to produce reporting outputs that are published externally.	E
Excellent client liaison and negotiation skills	E
Self-motivated and able to act on own initiative	E
Confident in adapting to fit with changing conditions, tasks, responsibilities or people.	E
Ability to work with diverse groups – including vulnerable participants in research and evaluation	E
Interest in and flexibility to work across different projects and sectors	D

5. Qualifications

An undergraduate degree in any Social Science, Science, Humanities or Business subject	E
Professional qualifications in any discipline that includes numeracy, writing skills and/or oral communication/presentation skills is desirable but not essential if you have other academic or voluntary experience	D