



## **Project Lead**

### **Role Description**

Reporting to: Managing Partner;  
Based full time in our offices in London Bridge, London;

### **The Role**

As the Lead on one or more projects, your role is to campaign for our broad project visions, engage with senior Participle staff, and senior 'client-side' roles, whilst leading a number of internal and external team members and engaging with external audiences to ensure the best possible outcomes for the relevant parties.

### **About Participle**

Participle creates future public services with and for the public. Most attempts at innovation and service improvement start within existing institutions and ask how they can be reformed. Participle starts from the individual and their community, unlocking a unique set of insights and motivations, which are then applied to the problems that need to be addressed. This bottom up process of learning from and understanding individuals, and the life they want to lead, is simultaneously combined with a top down process of institutional and financial analysis, which draws on our broad networks of academic and professional knowledge. A typical team on a health project, for example, would include residents of a particular community, doctors, nurses and a wide range of advisors from different walks of life, different locations, all with their sleeves rolled up working alongside each other.

From these projects emerge a series of social enterprises, which we create, launch and incubate. These social enterprises stand as examples of how future services can be delivered.

The Participle team is inter-disciplinary. Our team includes designers, social anthropologists, researchers, policy analysts, economists, domain experts, business people, organisational change people... to name just a few. Each project draws on these skills and wider networks of expertise and knowledge. All bring their unique perspectives to bear through our project process and methods.

For more information, please visit: [www.participle.net](http://www.participle.net)

## **What you will do in the role:**

### **1. Start-up Project Phase - You will be required to prepare the project for launch, including:**

- Identifying and starting to build key relationships within individuals in the project partner organisations;
- Identifying and starting, with the assistance of the project partners, to find the individuals and their community with them to identify the problem(s) that the project is to address;
- Understanding the true/key dynamics underlying partners and the 'project community';
- Finalising the details of how the project will run, including the resources needed – time lines, finance, people and skills sets;
- Undertaking Contract negotiations with Project Partners;
- Starting to hire the team – as employees or associates and identifying experts who will input to the project. Identifying the 'who' and how to find them, their term of engagements etc.

### **2. Running the Project - You will be responsible for running a successful project. This will rely on three areas of work:**

- **Innovation Management:**
  - Ensuring the project embodies the principles as outlined in the document 'Beveridge 4.0.'
  - Engaging with Participle Partners and key team members to run the project according to Participle's project methodology, and maintain its intellectual quality;
  - Engaging relevant external advisors and team members, so that all aspects of the project are run to the highest quality, specifically engaging with domain experts;
  - Ensuring that all team members are aware of the latest local, national and international policy thinking, and next-gen. activities in the area of work;
  - Articulating the projects' insights early on, and drive the project using them as its foundations;
  - Ensuring all prototyping is based on understanding how a new service can 'live and breathe', including effective interaction with the projects business support;
  - Constantly and relevantly ensure that the project is communicated on Participle's website, on, a weekly basis, as a minimum.
- **Stakeholder/Relationship Management:**
  - Engaging with the executive teams of our partner organisations, be they private, 3<sup>rd</sup> sector, local or central government organisations;
  - Building local area partnerships in the geographical areas that we are within, including public and private sector organisations, 3<sup>rd</sup> sector organisations, faith groups and any other community based groups;
  - Being aware of the 'client/community' and ensuring their representation
  - Managing stakeholders so that the new services can be launched in their areas;
  - Maintaining a project extranet that communicates all aspects of the project;

- **Project Management:**
    - Planning and budgeting the project effectively;
    - Effectively leading and managing the project team, including in-house team, hiring a project team and external contractors; addressing development/needs as they arise
    - Delivering each stage of the project, on time, on budget;
    - Bringing in Participle's Partners in an effective and relevant manner;
    - Managing the building of analytical and communication material throughout the entire project;
    - Ensuring all ethical, legal and other requirements are met, including safeguarding processes, such as the Bichard Policy for hiring;
    - Managing the project within Participle's internal guidelines.
3. Closing the Project - The following must be achieved before the project ends:
- Ensuring that the final delivery of the project is a robust Business Case; (meeting needs of all);
  - Collating all project communication material from each stage, delivering a final presentation that summarises the project and a final written report which locates project findings within a wider policy context;
  - Ensuring a successful handing over to Project Entrepreneur, who will run the enterprises after the project.
4. Supporting Participle - Be an active member of a Participle's leading team which includes the Principal Partners by:
- Attending bi-weekly team meetings to manage how Participle's projects are pushing forward Participle's mission, as outlined in our Beveridge 4.0 document. Ensuring that the outcomes of these meetings feed back into projects, as well as out towards external audiences;
  - Leading discussions/representing emerging issues in your project area internally and externally and communicating across all levels to represent Participle's thinking in this area;
  - Contributing to website discussions on a weekly basis.

### **What you need, to be able to do the role**

1. Previous experience/knowledge
- An ability to learn and work at a fast pace, together with the ability to adapt as lessons are learnt along the way and to demonstrate a 'can do attitude';
  - A proven track record of successfully leading complex, and simultaneous projects (Community based would be an advantage);
  - Experience of working in the field of public service reform or community projects is not a requirement, but an understanding of the issues involved with complex service based organisations is an advantage;

## 2. Communication skills

- Excellent communication skills, written and oral, able to address a wide ranging audience and represent the heart of a concept and Participle's mission;
- Confident in presenting own ideas and to say what needs to be said;
- Strong advocacy/representational skills, to tell the story, articulate the reality for others;
- Strong listening skills;
- An experienced facilitator;
- Able to describe feelings as well as facts.

## 3. Relationship skills

- Able to connect to the situation/the current reality and remain grounded;
- The ability to work with a wide variety of different type of people from different disciplines, social backgrounds and abilities;
- Demonstrable interpersonal skills for relating to and helping others; be able to connect at all levels, to show determination and support others
- Be able to form working partnerships with a diverse range of other organisations;
- Have excellent influencing skills (intuitive skills) and the ability to adapt personal style according to circumstances and audience;
- Able to relate to the client and to keep them, and their needs, in focus;
- Encourages open relationships and works to promote an atmosphere of honesty and transparency.

## 4. Analysing and Thinking skills

- The ability to analyse significant quantities of micro information, rapidly identify key trends and innovations and translate into a macro context. An ability to grasp the idea and translate it into actions and to enable others to understand the issues;
- Have an opinion of problems with current systems, and the vision to formulate alternatives; but not to offer prescriptive solutions but to bring together shared conclusions;
- Work quickly and effectively and have the ability to act decisively, particularly when choosing issues and organisations to work with;
- Able to interrogate the situation, make connections and develop solutions

## 5. Management and Leadership

- The ability to supervise, direct and guide others and groups in the completion of tasks/goals;
- The ability to put together and manage a team, including motivating, inspiring and developing;
- Able to find the right style for different individuals – coaching, challenging, consulting etc;
- Able to lead in an inclusive way;
- Organisational, planning and management skills gained within a creative environment;
- The ability to chair meetings at the highest level;
- The ability to handle tight deadlines and to work under pressure and at pace;
- Able to work in a “hands on way” – actively doing.