



## **Senior Project Lead Advertisement**

The Independent Association of Prep Schools (IAPS) has an exciting opportunity for a Senior Project Lead to join our team based in our newly refurbished offices in Warwick. You will join us on a full-time, permanent basis, working 35 hours per week. In return, you will receive a competitive salary of £36,000 - £42,000 per annum, depending on experience.

IAPS is one of the world's most prestigious Headteachers' associations with over 660 of the world's leading prep schools in our membership. IAPS is proud to work with its members as they deliver excellent standards of education and care to their pupils.

We offer a professional working environment with a positive 'team' ethos and atmosphere, as well as an attractive pension scheme and annual leave entitlement. We are open to discussing flexible working arrangements with the successful candidate.

The Senior Project Lead will be responsible, in collaboration with the Chief Executive, for overseeing the planning, delivery and evaluation of IAPS's strategy through co-ordination, support and challenge.

### **What you will be doing as our Senior Project Lead:**

- Assist project sponsors in clarifying, articulating and suitably capturing the objectives and deliverables of projects.
- Assist in the identification and mitigation of risks.
- Create and maintain various project documents.
- Track the progress of actions against the strategy, assisting with re-planning and prioritising where necessary.
- Provide regular updates and reports on project progress up to Board level.
- Evaluate each project and provide feedback on the learning to ensure continuous improvement.
- Undertake such other duties as are compatible with the nature of the role and as reasonably directed by the Chief Executive.

### **What we are looking for in our Senior Project Lead:**

- Experience of delivering projects as a project lead.
- Professional development/ qualification(s) in project management or a related discipline.
- Good knowledge of software tools and successful techniques needed for effective project management e.g. scheduling, resource management, document and team collaboration.
- Excellent organisational skills and strong attention to detail.
- The confidence to make decisions whilst working under pressure.
- Strong written and verbal communication skills.
- Ability to manage competing priorities to demanding timescales.
- Ability to understand, analyse and interpret a range of information sources.
- Ability to work effectively with a diverse range of stakeholders, including specialists in their field.
- An openness to learning and ability innovate to achieve results.



IAPS is committed to promoting equality of opportunity and wishes to encourage applications from individuals from a diversity of backgrounds. IAPS will ensure that all applicants receive equal consideration irrespective of age, disability, gender reassignment, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

If you feel you have the skills and experience required to be our Senior Project Lead and wish to apply, please visit <https://www.linkedin.com/jobs/view/3711412993/>.

No agencies please.